

City of Woodburn

Fiscal Year 2013-14 Approved Budget

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The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Woodburn for its annual budget for the fiscal year beginning July 1, 2012. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device. This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

Overview

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City of Woodburn, Oregon

FY 2013-14 Approved Budget

Budget Committee Members

FY 2013-14

	Term Expires
<u>Electors</u>	
Eric Swenson – Position I	Dec. 2013
Dagmar Kinne – Position II	Dec. 2013
Matthew Geiger – Position III	Dec. 2015
Stanley Milne – Position IV	Dec. 2015
Don Judson – Position V	Dec. 2013
John Reinhardt – Position VI	Dec. 2015
<u>Councilors</u>	
Horst Raustein – Ward I	Dec. 2016
Lisa Ellsworth – Ward II	Dec. 2016
Peter McCallum – Ward III	Dec. 2014
Jim Cox – Ward IV	Dec. 2014
Frank Lonergan – Ward V	Dec. 2014
Eric Morris – Ward VI	Dec. 2016

City Administrator
Scott Derickson

Finance Director
Christina Shearer

City of Woodburn
270 Montgomery St.
Woodburn, OR 97071
503.982.5228
www.ci.woodburn.or.us

FY 2013-14 Budget Message

City Council, Budget Committee Members, and Citizens of Woodburn:

Presented for your review is the Recommended Budget for fiscal year (FY) 2013-14. It is a balanced budget and maintains current levels of services given the available resources.

Total Budget

Overall, the total Approved FY 2013-14 Budget (excluding contingencies) reflects a decrease in spending from the FY 2012-13 Budget. The decrease of 36% is due almost entirely to reductions in planned capital improvement expenditures, primarily related to the Wastewater Improvement Project. Further delays by the Oregon Department of Environmental Quality have resulted in an indefinite delay in significant portions of this project.

A total budget, all funds (excluding transfers, contingencies, and reserves) of \$33,818,132 is recommended for FY 2013-14.

Ending fund balances for FY 2013-14 are budgeted to increase \$23,556,537, or 20%, to \$34,552,325. The significant increase in fund balance since FY 2011-12 is the result of reduced capital projects scheduled for the fiscal year resulting in a carry forward of dedicated funding for the wastewater treatment plant and other delayed projects.

General Fund

Most discretionary City operations are budgeted in the General Fund. A General Fund budget (excluding contingencies and reserves) of \$11,244,779 is recommended for FY 2013-14. This is an increase of \$29,104, or less than 1%, from FY 2012-13.

The General Fund budget has been constructed with not just the upcoming fiscal year in mind, but also with an eye on our future finances. Aggressive cost containment activities including staff layoffs in FY 2011-12 and negotiation of lower cost health care benefits in FY 2012-13 have helped offset continued flat and declining tax revenues and increases in costs outside of our control such as PERS pension costs. The contingency reserve continues at Council's policy level of 10%, and an additional reserve that we are calling the Shortfall Management Contingency Reserve (SMCR) has been established that will be utilized in the current and future fiscal years to smooth out the effect of revenue declines. Additional General Fund revenue sources have been evaluated and included in the FY 2013-14 budget where appropriate. As a result, **no immediate layoffs** of full-time employees are planned in FY 2013-14, although a single furlough day is proposed to establish the policies and precedents necessary should further days be needed in the future. Preservation of our highly motivated and skilled staff remains a priority as we hope that economic recovery improves our financial outlook in the coming years.

The General Fund Budget includes a Shortfall Management Contingency Reserve of \$1,494,410 and the Council Policy required Contingency Reserve of \$1,076,000. Budget policy requires a contingency reserve of ten percent of the operating budget.

The General Fund is supported by \$11,034,189 in estimated revenues and \$2,781,000 in Beginning Fund Balance. The revenue decrease of \$110,811, or 1% compared to FY 2012-13 is due to primarily to the decline of property tax and franchise fee revenues. A new General Fund Right of Way charge (included in the Franchise Fees category) offsets some of the declines in Tax and Franchise Fee revenue. This charge will sunset in five years unless the City Council takes action to continue it.

Revenues

The **Property Tax** estimate for FY 2013-14 decreased \$625,000 compared to FY 2012-13. The property tax estimate was decreased such a significant amount based on actual collections for FY 2012-13, which are below budget. Our property tax revenues have declined over the last 18 months and we have no indication of near term improvement. This is a troubling trend as Woodburn, like many Oregon cities, struggles with the fallout of the housing bubble and the compression of assessments under Oregon's unique property tax laws.

Franchise Fees for FY 2013-14 are higher \$389,840, up 35%, and include payments from Portland General Electric (PGE), Northwest Natural Gas, Qwest, Datavision, Wave Broadband, United Disposal, and Woodburn Ambulance for use of the City's rights-of-way. In addition, the new General Fund Right of Way charge imposed on the City's Water and Sewer enterprises is included. This charge will generate an estimated \$452,340 in additional revenue.

Expenses

Personnel expenses represent the majority of General Fund costs. Of the recommended General Fund operating budgets for FY 2013-14, Personnel Services accounts for 67% of total operating expenses. General Fund Personnel costs for FY 2013-14 total \$7,594,955. This is an increase of \$259,988, or 4%, due mostly to increased PERS contribution rates.

Materials and Services in the General Fund FY 2013-14 decrease 10% over the current fiscal year and total \$3,165,050. Consistent with budget policy, departments could not increase bottom line appropriations in these areas of their budgets; monies could be moved between accounts to address anticipated costs, but could not exceed the prior year's appropriations. Exceptions were for internal service charges: building maintenance, information services, insurance, and utilities. Increases in these charges are outside the consuming departments' control, but were, where possible, kept to a minimum where charges are within a providing department's control as well as those expenditures that had a direct offsetting revenue source as provided for by grants, etc.

Transfers Out of the General Fund increased by \$156,674 due to a one-time transfer out to fund the General Fund share of the cost of a replacement telephone system. Excluding the one-time transfer, operating transfers out declined by \$21,326 due to the reduced General Fund support of the Transit program.

Other Notable Topics

The City's **Building Fund** has seen a dramatic increase in activity in the last two fiscal years. Due to increases in FY 2012-13 which are anticipated to continue in FY 2013-14, the fund has been sustainable. The modest increase in activity accounts for the 13% increase in proposed revenues for FY 2012-13. Staff continues to work hard to ensure adequate levels of service.

The **Housing Rehabilitation Fund** is discontinuing the unutilized Business Loan Assistance program and the program funding (\$200,000 in de-federalized funds) is being transferred to the General Fund. The remaining Housing Rehabilitation program will continue unchanged.

Capital Construction Plan

The City's Capital Improvement/Construction plan can be found in detail on page 250. This budget represents a change in approach for FY 2013-14 in that only those projects that are currently, or are expected to be underway during FY 2013-14 are included in the plan and the budgets for the various construction related funds.

As previously noted, due to this change in approach and the continued delay in the Wastewater Treatment Plant project, capital construction and related funding activity is markedly lower than in the previous year, but does not represent a reduction in the amount of capital improvement or construction projects to be completed in the next several years.

Funds Consolidation Plan

In an effort to improve accounting efficiencies the Finance Department consolidated several funds into other 'like' funds. Those funds are grouped near the end of the budget and clearly marked as closed. Additionally, based on recommendations made in the *2011 Special Financial Report on the City of Woodburn Utility Funds* several changes have been made to how certain activities are accounted for and are shown in the budget document. These are being instituted in an effort to be more transparent to the public, interested parties and City Council and gain accounting efficiencies.

Conclusion

The recommended budget for FY 2013-14 continues to allocate limited resources in a manner that supports the strategic direction of the Mayor and City Council. It determines the level of City services provided to residents and supports programs to meet the needs of the community.

For all of these reasons your approval of this budget is recommended.

I appreciate the time each of you has contributed to the budget process, in studying the volumes of material you are provided and in donating time to attend workshop sessions. City staff values your input at these sessions, and your help in guiding the City in a positive direction, and on their behalf I say thank you. I would also like to thank the department heads and city staff, again, for adhering to the budget guidance, for working together for the good of the organization, and for the able management of their budgets during the fiscal year.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Derickson", with a stylized flourish at the end.

Scott Derickson
City Administrator

Reader's Guide

The budget document serves two distinct purposes. The first is to present the City Council and the public with a clear picture of the services the City provides and the policy alternatives that are available. The second is to provide City management with a financial and operating plan that conforms to the City's accounting system.

The Overview section provides an overview of the key issues, policy issues and programs in the budget and the major areas of emphasis for the City in FY 2013-14. It also includes budget summaries that present the overview of the budget as an operating and financial plan.

Budget Message. The Budget Message summarizes key features and issues shaping the FY 2013-14 Budget.

Reader's Guide. The purpose of the Reader's Guide is to outline how the budget document is presented, and to define key elements for the reader.

In addition to the organization chart, there is a brief profile of the City of Woodburn, which describes the context in which our municipal government operates. Following the profile is: summary schedules for revenues and expenditures, property taxes and budgeted departmental staffing levels.

Adopted Budgets. The budgets are presented in service categories: General Services, Utility Funds, Capital Construction Funds, Special Revenue Funds, Internal Services Funds, Trust Funds, and Closed Funds. Each service category contains various departments/divisions, in numerical order, presented with a narrative describing the department's/division's function and the adopted FY 2013-14 budget as well as prior years' budget and actual information. Summary tables are included, where appropriate, along with line item detail, except Closed Funds, which have detail only.

Bold Indicates the fund was identified as Major Fund as of June 30, 2012

General Services

- **General Fund** – This fund accounts for all general operating revenues and expenditures of the City. The fund is comprised of 15 departments responsible for providing planning, recreation, community, legislative and public safety services to the public. In addition, four of the departments (City Attorney, Finance, Human Resources and Administration) serve as internal service functions providing accounting, employee and legal services to the various departments/divisions of the city.
- **Street** – This fund accounts for the State of Oregon highway apportionment (gas tax). As required by statute the proceeds are used "exclusively for the construction, reconstruction, improvement, repair, maintenance, operation and use of public highways, roads, streets and roadside rest areas in this state." Additional revenues are from PGE and NW Natural Gas privilege taxes, and .01 cent Local Gas Tax.
- **Transit** – This fund accounts for the City's transit program. The primary revenue sources are a transfer from the General Fund as well as Federal and State transit grants. Expenditures include personnel, bus maintenance and operating costs and capital outlay for busses as equipment needs to be replaced.
- **GO Debt Service Fund (Formerly Bonded Debt Fund)** – This fund accounts for the principal and interest payments on the general obligation debt for the police building.

Utility Funds

- **Water** – This fund accounts for the operations of the water treatment and distributions systems. Water sales and associated fees are the major revenue sources.
- **Sewer** – This fund accounts for operations of the wastewater collection and treatment system. User charges are the main revenue source.

Capital Construction Funds

These funds are used to track capital projects and do not have independent, annual revenues. Funding for projects will come from the related funds as Transfers In or other funding for a specific project, such as grants.

- General Capital Construction Fund (Formerly General Fund CIP) – Fund accounts for capital improvement projects for general services facilities.
- **Water Capital Construction Fund** (Formerly Water Well/Distribution Construction) – Fund accounts major repairs, extensions, alterations or other capital improvements to the water system.
- Street & Storm Capital Construction Fund (Formerly Street/Storm CIP) – Fund accounts for capital improvements to the street and stormwater systems,
- **Sewer Cap Construction Fund** (Formerly Waste Water Treatment Plant Construction) – Fund accounts for loan proceeds used for construction and improvements to the City's waste water treatment plant.

Special Revenue Funds

- Building Inspection – This fund accounts for building permit revenues and the activities of the City's building permit program. The fund was established as a legislative requirement mandating that building permit revenues not be used for any purpose other than building permit programs.
- Housing Rehabilitation – This fund accounts for Community Development Block Grants for low income housing rehabilitation.
- Search & Seizure Fund – Fund accounts for City's share of federal proceeds from drug seizures to be used for drug enforcement and investigation. This fund does not have a budget for the current year.
- Retired and Senior Volunteer Program (RSVP) – This fund accounts for the City's grant and 30% local match to fund its senior volunteer program. This program merged into the General Fund in FY 2013-14 so there is also a General Fund department with RSVP name in this budget.
- Cable Franchise Fund – A portion of the cable franchise fees are transferred to this fund and distributed to Woodburn Cable Access Television as required by the franchise agreement to support local community access programming.
- Special Assessment Fund – This fund accounts for the City's Local Improvement Districts. (LIDS)
- Parks SDC Fund – Fund accounts for payments received from new development to fund improvements that increase capacity of the City's parks system.
- **Street SDC Fund** (Formerly Street & Storm SDC Fund and Transportation Impact Fee/TIF Fund) – This fund accounts for street system development charges. The primary use of the proceeds is for street system improvements.
- Storm SDC Fund (Formerly Stormwater SDC) – This fund accounts for system development charges received from new development to fund improvements that increase capacity of the City's stormwater collection system. Uses of the funds are restricted by ordinance and state statute.
- Water SDC Fund – This fund accounts for system development charges received from new development to fund improvements that increase capacity of the City's water treatment and distributions systems. Uses of the funds are restricted by City ordinance and state statute.
- Sewer SDC Fund – This fund accounts for system development charges received from new development to fund improvements that increase capacity of the City's waste water treatment and collections systems. Uses of the funds are restricted by City ordinance and state statute.

Internal Services Funds

- Information Services Fund – Fund accounts for City’s network and telephone maintenance and services. In addition, the Information Services department contracts with local agencies and smaller governments to provide network and information services. The primary source of revenue is operating transfers from other city departments that use network and information services.
- Insurance Fund – This fund accounts for the City’s general liability and workers’ compensation insurance premiums and serves as the risk management function for the city. The primary source of revenue is operating transfers from other funds for insurance premiums costs.
- Public Works Services (Formerly Technical & Environmental Fund) – This fund accounts for the engineering, facilities and vehicle fleet maintenance pertaining to city-wide funds. The primary source of revenue is operating transfers from the public works funds for those services, and internal facilities charges levied on funds with facilities.
- Equipment Replacement – Fund accounts for transfers from various funds to be reserved for vehicle and equipment replacement.

Trust Funds

- Library Endowment – Fund accounts for proceeds donated to the Woodburn Public Library for building maintenance.
- Museum Endowment – This fund accounts for proceeds held in trust by the City and ongoing donations received for future improvements for the World’s Berry Center Museum.
- Lavelle Black Trust Fund – This fund facilitates the private donation of monies from Leonard Black to the Police Department for use in sustaining the K-9 Program in the name of Lavelle Black. The use of funds will be limited to ongoing costs associated with the replacement, care, training and equipping of K-9 units.

Closed Funds

- General Operating Reserve Fund – This fund accounted for reserves set aside for future needs. This fund was collapsed into the city’s General Capital Construction Fund as part of the FY 2011-12 budget cycle.
- Weed & Seed Fund – This fund accounted for the juvenile gang prevention grant. Primary revenue was a federal grant through the Justice Department, which is no longer available. The fund was retired June 30, 2012
- State Revenue Sharing – Fund accounted for state shared revenues and capital outlay for various street improvement projects and street lighting. As part of the funds consolidation proposal of FY 2011-12, this fund was collapsed into the City’s Local Gas and Street Funds.
- City Gas Tax – Fund accounted for the proceeds from the City’s gas tax used for street resurfacing projects. This fund was collapsed into the Street Fund as of June 30, 2013.
- Bancroft Bond Fund – Reserve held for Bancroft Bonds. As part of the funds consolidation proposal of FY 2011-12 this fund was collapsed into the Housing Rehabilitation Fund.
- Economic Development Fund – This fund accounted for the principal and interest payments for the Special Public Works loan for the Waremart intersection improvements. Fund was closed in FY 2011-12
- Police Construction Fund – This fund accounted for the proceeds from the general obligation bonds issued and to be used for the construction of the new police building. The remaining funds were transferred to the General Fund in FY 2012-13
- Public Works Facility Construction Fund – Fund was closed in FY 2011-12
- Sewer Capital Improvement Fund – Fund accounted for the loan proceeds for the sewer pump project and the resulting debt payments. The fund has been closed and the remaining balance after the debt was retired in FY 2011-12 was transferred to the Sewer Fund.
- Surface Water/Collections Fund – Fund was established fiscal year 2009-10 to provide a City stormwater program and operations. The main source of revenue was a transfer from the waste water fund. As

part of the on-going fund consolidation project, the balance of this fund was transferred to the Sewer fund.

- Central Stores Fund – This fund accounted for the central purchase of high volume supplies (such as paper, toner, etc.). The primary source of revenue was the cost reimbursement to the fund for these purchases. As a part of the Fund Consolidation Plan, this fund's balance has been transferred to the General Fund to provide City Hall continued copier lease payments and paper supplies.
- Facilities Maintenance Fund – This fund accounted for operation, maintenance and repair of city owned facilities. The primary source of revenue consists of charges to operating departments based on the relative square footage of occupancy. As part of the on-going fund consolidation project, the balance of this fund was transferred to the Public Works Services Fund.

Supporting Schedules

The Supporting Schedules are intended to provide more detail for detailed readers. The Supporting Schedules include Debt Overview, Personnel Allocation, FTE Detail by Supervising Department, Budgeted Transfers, and Capital Construction Projects.

About Woodburn

City Statistics – Demographics

The City of Woodburn is located in Marion County, Oregon, 18 miles northeast of the City of Salem along the I-5 corridor. Woodburn is located in Oregon's Willamette Valley which experiences a moderate climate.

Woodburn has changed significantly since it was first incorporated in 1889. The city originally began as a small farming and manufacturing community. Beginning in the 1960's, Woodburn became a suburb of Salem and Portland with its proximity to I-5. Over the past 18 years, Woodburn has grown 74%. As of the census of 2010, there are 24,080 people residing in Woodburn, as compared to the population in 2000 of 20,100. The percent increase in those 10 years is nearly 20%. With 24,080 residents, Woodburn is the 21st most populated city in Oregon. Between 2006 and 2010, the median income for a household in the city was \$42,519.

<i>Incorporated</i>	1889	<i>Income - Households:</i>	
<i>Area in square miles</i>	5.4	Less than \$25,000	33%
<i>Government</i>	Council/Administrator	\$25,000 to \$49,999	39%
<i>Population 2010 Census</i>	24,080	\$50,000 to \$74,999	18%
<i>From 2000 Census</i>	20,100	\$75,000 to \$99,999	6%
<i>Adult education level:</i>		\$100,000 or more	4%
High school or higher	58%		
Bachelor's degree or higher	11%		
<i>Race</i>		<i>Housing:</i>	
Hispanic or Latino	58.9%	1-unit	67%
Not Hispanic or Latino	41.1%	2 to 4 units	8%
White Alone	38.4%	5 to 9 units	4%
Black of African American Alone	0.2%	10 or more units	11%
American Indian and Alaska Native Alone	0.4%	Mobile Home	10%
Asian Alone	0.7%	Other	1%
Native Hawaiian and Other Pacific Islander Alone	0.1%		
Some Other Race Alone	0.2%	<i>Age</i>	
Two or More Races	1.1%	Under age 18	30.9%
		Age 18 and over	69.1%

City Statistics – Services

Description	Fiscal Year FY 2010-11	Fiscal Year FY 2011-12	% Change
Community Services			
Parks			
Parks/Open space acreage	103	103	0%
Playgrounds	8	8	0%
Picnic shelters	9	9	0%
Park Restrooms	4	4	0%
Sports Fields	8	8	0%
Library			
Attendance	193,681	178,203	-8%
Circulation	166,794	165,128	-1%
Volumes in Collection	84,086	105,923	26%
Volumes Added	4,890	4,584	-6%
Computer Usage	55,067	48,015	-13%
Program Attendance	12,382	9,377	-24%
Aquatics			
Attendance	88,835	127,663	44%
Lesson Enrollment	1,612	2,153	34%
Recreation			
Youth Sports	1,752	844	-52%
Adult Sports	2,000	450	-78%
Youth Programs	1,279	152	-88%
Adult Programs	294	658	124%
After School Club	26,645	685	-97%
Special Events	6,000	6,000	0%
Public Transportation			
Fixed route Rides	31,285	33,877	8%
Fixed Route Mileage	32,897	43,646	33%
Dial-A-Ride Trips	7,441	6,456	-13%
Dial-A-Ride Mileage	24,166	20,872	-14%
Out of Town Medical Rides	1,615	1,630	1%
Out of Town Medical Mileage	37,205	39,620	6%
RSVP			
Number of Active Volunteers	350	287	-18%
Total Volunteer Hours	59,106	36,030	-39%

Description	Fiscal Year FY 2010-11	Fiscal Year FY 2011-12	% Change
City Utilities			
Water			
Production capacity	2 mgd	2 mgd	0%
Peak capacity demand	5-6 mgd	5-6 mgd	0%
Storage capacity	5.45 mg	5.45 mg	0%
Number of wells	9	9	0%
Miles of water mains	98	98.06	0%
Customers	6,700	6,560	-2%
Fire Hydrants	950	951	0%
Wastewater			
Average daily treatment	2-3 mgd	2-3 mgd	0%
Peak capacity demand	16 mgd	16 mgd	0%
Miles of sewer pipeline	87	87	0%
Lift stations	8	8	0%
Stormwater:			
Miles of storm sewers	59	59	0%
Manholes	1,400	1,400	0%
Public Safety:			
Police Calls	20,431	18,570	-9%
Number of sworn officers	32	32	0%
Arrests	1,869	1,752	-6%
Offences	2,549	3,231	27%
Crime Index (Violent Crime)	623	963	55%
Crime Index (Property Crime)	575	895	56%
Officers Per 1,000 Citizens	1.33	1.29	-3%
Building/Planning:			
Total Building Permits Issued	179	186	4%
Residential, New	1	12	1100%
Multi Family	-	20	
Assisted Living Facilities	-	-	0%
Residential Additions & Alterations	30	34	13%
Industrial	19	15	-21%
Commercial	125	100	-20%
Signs and Fences	4	4	0%
Manufactured Homes	-	1	

mg = million gallons

mgd = million gallons per day

The Budget Process

City of Woodburn Budget Calendar

December 2012

- Appoint budget officer
- Perform mid-year review of financial position

January 2013

- Create department forms and distribute
- Narratives and budget requests are reviewed
- Revenue and expense estimates are gathered
- Budget Officer delivers kick-off memo to departments with budget goals and limitations

February 2013

- Departments complete and turn in budget forms
- Initial budget draft is compiled and distributed to departments for review

March 2013

- Meetings are held with department heads & City Administrator
- Make final changes to budget document
- Prepare the proposed budget for committee review

April 2013

- Print notices of budget committee meeting

May 2013

- Deliver copies of budget to committee members
- Budget committee meets to discuss proposed budget
- Changes are made, if necessary
- Print notices of budget adoption public hearing

June 2013

- Council holds meeting with public about approval of the budget
- Council discusses any changes made by committee and proposes new changes
- Council adopts budget, makes applicable appropriations and declares tax levies

Budgeting in Oregon

A budget is a financial plan for one fiscal year. In Oregon, local governments operate on a fiscal year that begins July 1 and ends the following June 30. A budget shows the estimated costs of items or services the local government wants to purchase in the coming fiscal year. These are called “expenditures.” It shows other budget requirements that must be planned for, but that won’t actually be spent. It also shows the money, called “resources” or revenues, that the local government estimates will be available to pay for these expenditures. In Oregon, a budget is necessary to justify the need for a given rate and amount of property taxes.

Preparing a budget allows a local government to look at its needs in light of the money available to meet those needs. In Oregon all local governments must plan a budget that has equal resources and requirements, in other words, a balanced budget. A local government can’t plan to purchase more items or services than it has money to pay for them.

The budget officer will present this budget to a citizen budget committee. The committee consists of the elected officials of the City Council along with an equal number of electors of the city. After the budget committee has reviewed and made adjustments, if any, they approve the budget.

Local budget law process requires that certain, specific actions must happen as a local government prepares its annual budget. The process can be broken down into four phases.

- **Phase 1** begins the process. The budget officer puts together a proposed budget. In larger local governments, department heads or program managers may help. The budget officer must prepare the proposed budget in a format designated by the Department of Revenue. The format meets the requirements set out in the statutes.
- **Phase 2** is when the budget committee approves the budget. The committee consists of the elected officials of the City Council along with an equal number of electors of the city. Statutes spell out who can be on the budget committee and who cannot. The budget committee reviews the proposed budget, listens to the comments from citizens, and then approves the budget. Special public notices are required before the budget committee’s first meeting.
- **Phase 3** includes adopting the budget by City Council and, when appropriate, certifying property taxes to the county tax assessor. This phase includes a special hearing of the governing body and specific public notices, including a summary of the approved budget. Special forms must also be used to notify the county assessor of the local government’s property tax levy. Adoption of the budget must occur no later than June 30.
- **Phase 4** occurs during the fiscal year budget period when the local government is operating under the adopted budget. This phase includes changes to the adopted budget. Changes to the adopted budget must be made before additional money is spent or money is spent for a different purpose than described in the adopted budget. You can change the budget through resolution transfers and supplemental budgets. The two types will be discussed below.

Resolution Transfers: A resolution transfer is a way to move appropriations from one existing category to another, usually within the same fund, during the fiscal year. To transfer appropriations, and in some case

resources, the governing body must pass a resolution. The resolution must state the need for the transfer, the purpose of the expenditure, and the amount to be transferred. Resolution transfers are used within a fund. For example, within the general fund you can use a resolution to transfer appropriation authority out of the existing materials and services area into the existing personal services area. You must decrease appropriations in materials and services the same dollar amount that you increase appropriations in personal services. The total appropriations for the general fund don't change.

Supplemental Budget: A supplemental budget is a budget prepared during the fiscal year that modifies the adopted budget. They are used to create new appropriations to spend increased resources. They can also be used to transfer resources and appropriations from a special revenue fund to the general fund. A supplemental budget can be created when:

- An occurrence or condition that was not known at the time the adopted budget was prepared requires a change in your financial planning,
- A situation that was not foreseen at the time the adopted budget was prepared requires prompt action,
- Money that was not anticipated when the adopted budget was prepared is made available by another unit of federal, state, or local government,
- A request for services or facilities is received, the cost of which will be paid for by a private individual, corporation, or another governmental unit and was not known at the time the adopted budget was prepared,
- Property taxes are received in an amount much greater than the amount estimated in the adopted budget and the difference in resources will significantly affect the level of service your local government could provide.

There are two processes for preparing and adopting a supplemental budget. The process you must follow depends on how big of a change you intend to make to the adopted budget. If you plan to adjust a current budget fund by less than 10 percent of that fund's expenditures, then the process to adopt the supplemental budget is fairly simple. If the supplemental budget will be adjusting more than one fund, the change to each fund must be less than 10 percent to use the simpler process.

If the change that needs to be made to a fund of the adopted budget is 10 percent or more of the expenditures of the fund, then a longer budgeting process must be followed. The two procedures are outlined below:

Less than 10 percent:

1. The governing body adopts the supplemental budget at a regularly scheduled council meeting. The budget committee is not required.
2. Notice of the regular meeting at which the supplemental budget will be adopted is published in one of the following ways: Published in local newspaper, mailed to every citizen using the United States Postal Service, or hand delivering it to every citizen.
3. At the meeting, a resolution adopting the supplemental budget and making appropriations is approved.

More than 10 percent:

1. A special hearing must be held to discuss and adopt the supplemental budget. The governing body holds the hearing. The budget committee is not required to be involved.
2. Five to 30 days before the hearing a notice of the hearing and a summary of the supplemental budget are published using one of the publication methods described above.
3. The governing body enacts a resolution to adopt and appropriate the supplemental budget after the hearing.

Budgeting in the City of Woodburn

In the City of Woodburn, the City Administrator serves as the Budget Officer (ORS 294.331) and has the responsibility to prepare the budget document, present the budget message to the Budget Committee and to maintain budgetary control at the approved appropriation level. Continued review of revenues and expenditures is performed by the Finance Department and the appropriate operating departments.

The City prepares its budget in accordance with ORS. The budget is presented in fund and department categories. The budget is established at the department level or at the major appropriation category if only one department exists in a fund. The adopted budget may be amended by budget transfers (ORS 294.450) or supplemental (ORS 294.480 to 294.283). Generally, transfers consist of moving appropriations within a fund from one major appropriation category to another. Supplemental adjustments typically involve increasing the total appropriation level (as well as the resources). All adjustments to the budget are made via resolutions. Amendments after adoption do not require the approval of the Budget Committee members.

Budget Document Columns

Within Oregon Local Budget Law, six columns of data are required. The first two columns are two consecutive prior years of actual data, followed by one column containing the current fiscal year budget as amended by supplemental adjustments. The next three columns on the right are all related to the progress of the budget as it moves through the various required phases. From left to right, the first column is budget as proposed by the Budget Officer. The middle column is the amount approved by the budget committee. The final column is the adopted budget.

Budget Assumptions for FY 2013-14

The following assumptions were used in the development of the budget.

Personnel Services:

- Position budgeting was implemented to utilize actual amounts, instead of estimates, as much as possible
- Step increases on employee's anniversary date, no cost of living adjustment and no salary table adjustment
- Medical and dental insurance premiums to increase by various amounts
- All employees pay various portions of health insurance premiums
- Actual PERS employer share rates effective June 1, 2013 were used, plus 6% employee pickup of PERS expense

Materials & Services:

- No increase in bottom line appropriation in these budgets.
- Certain accounts may exceed prior year appropriation: building maintenance, information services, insurance, and Utilities.
- Any other significant variances from the current year budget are explained in the general information page of each fund or department

Capital Outlay:

- By definition, capital outlay are assets with a life longer than one year and initial cost of at least \$5,000
- Budgeted amounts in this category are estimated on the purchase cost
- Cost includes all ancillary costs needed to put the asset into operation

Indirect Cost Allocations:

- Administrative functions are allocated to benefiting funds and departments based on an equitable activity for each function. For example, information services costs are allocated based on the amount of computers used, and Internal Rent is allocated based on square footage of the building being serviced.

Primary Revenue Sources

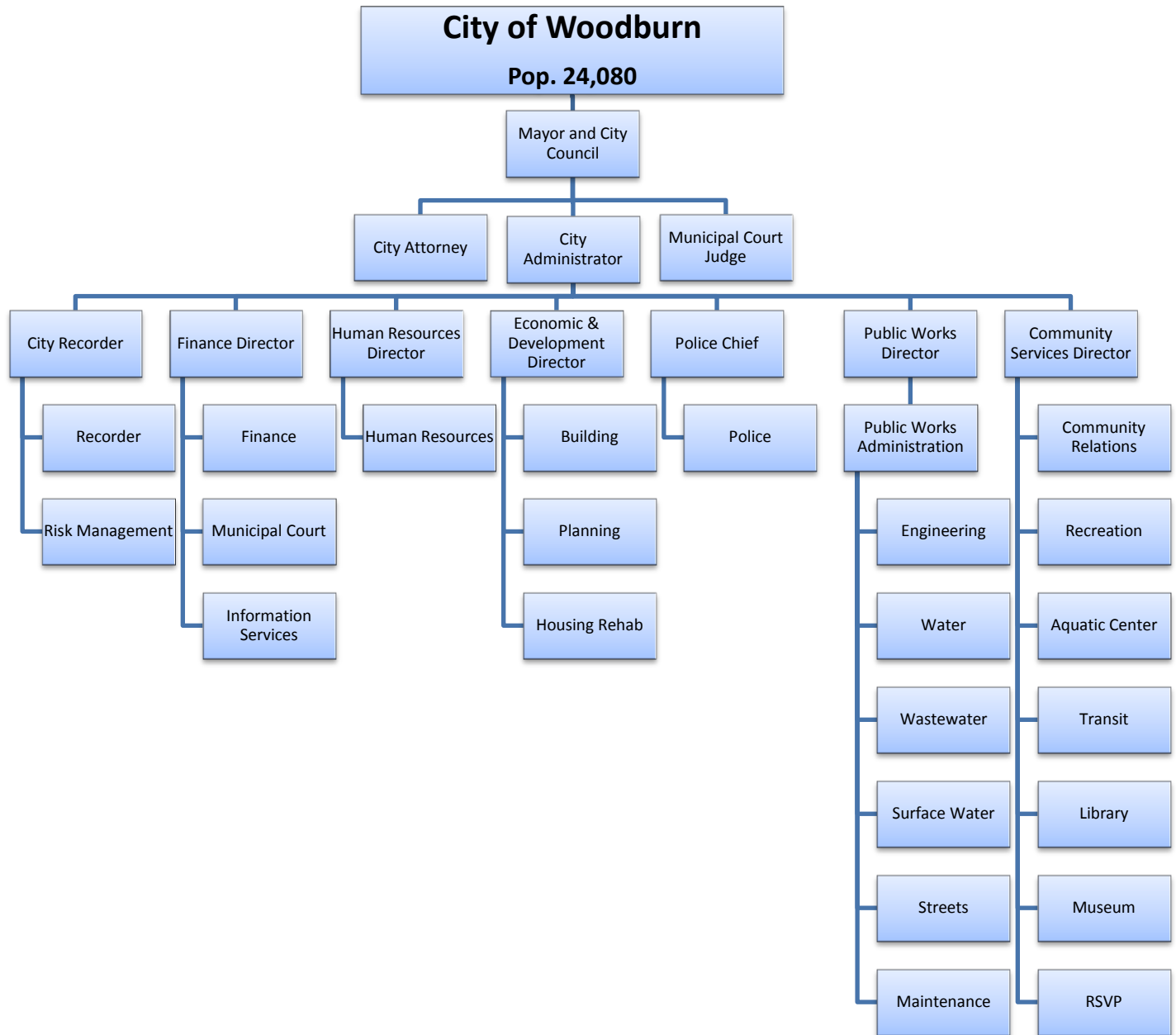
- Property tax revenue is expected to decline, especially with risk of Compression at this time
- All other revenue sources are estimated using trend analysis

Council Goals

During the City Council's April 13, 2013 Special Meeting, the City Council developed a set of prioritized goals for FY 2013-14. It was also determined the goal list, while certainly not all inclusive of all the City Council's desires for the community – would focus on a reasonable number of goals the City council felt were important and could be accomplished within the next twenty-four months. Prioritized goal areas included:

- **Fiscal Sustainability.** The City will strive to ease the revenue pressures by making forward looking changes.
- **Public Safety.** Ensuring Public safety will remain a key goal when considering changes.
- **Economic Development.** The City will continue to promote activities designed to attract investment, including but not limited to business attraction, retention and sustainability. As part of this effort, the Council will:
 - 1) Acting as the Urban Renewal Agency, the Council will identify and undertake a new project.
 - 2) It is a high priority to get the long-vacant Salud Building put to a use that will benefit the Downtown District and the City as whole. This may be accomplished through sale or long-term lease of the building, or through a joint venture between the City and private investors, with any fiscal commitment by the City to be financed with Urban Renewal funds, without significant cost the City's General Fund.
- **I-5 Interchange Project Response and Management.** The City will continue to consider the I-5 Interchange Project as one of the community's highest priorities.
- **Community Communication & Outreach.** The City of Woodburn will continue its current community outreach and communication efforts, but will strive to make better use of technology - such as social media and other web-based communication opportunities.
- **Identify Plan for City Owned Property.** Review all City owned real property and identify possible surplus or reallocate as needed.
- **Ordinance Review & Revision.** The City will review and revise, if needed, ordinances.

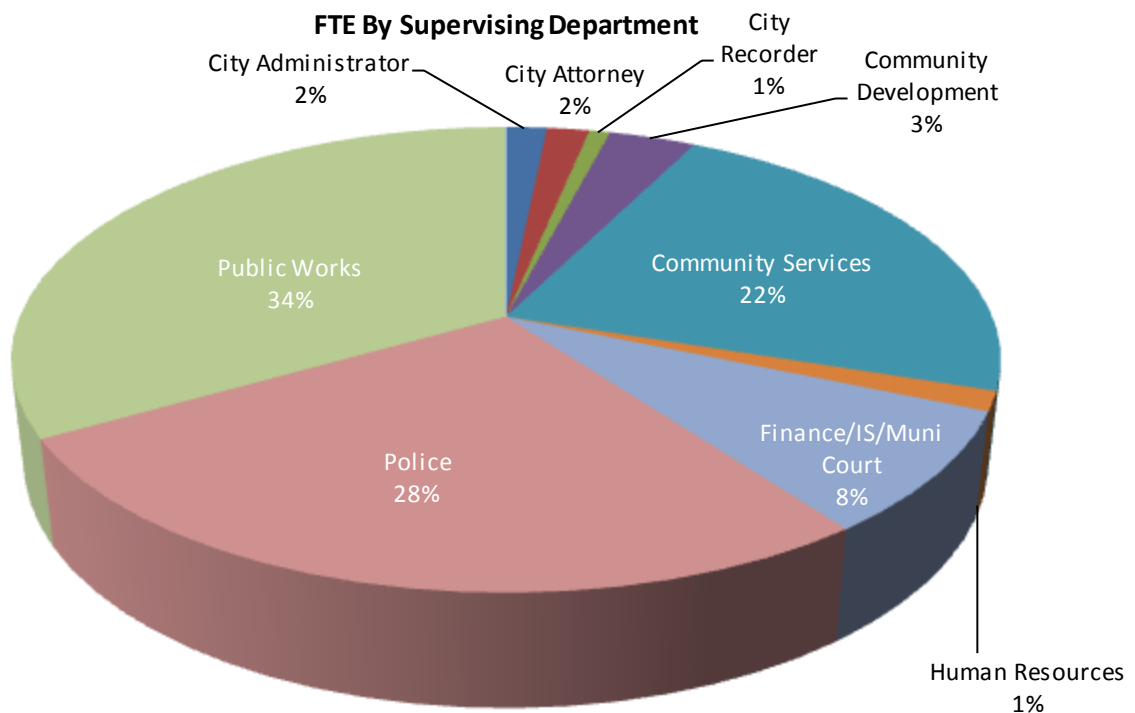
Organizational Chart



FTE Summary by Supervising Department

Department	Actual		Budget		FTE Change	% FTE Change
	FY 2010-11 FTE	FY 2011-12 FTE	FY 2012-13 FTE	FY 2013-14 FTE		
City Administrator	1.40	1.40	2.40	2.35	(0.05)	-2.1%
City Attorney	2.60	2.60	2.60	2.45	(0.15)	-5.8%
City Recorder	1.25	1.25	1.10	1.20	0.10	9.1%
Community Development	4.00	4.00	4.50	5.00	0.50	11.1%
Community Services	39.10	36.06	30.51	33.27	2.76	9.0%
Human Resources	2.00	2.00	2.00	2.00	-	0.0%
Finance/IS/Muni Court	11.50	11.60	12.10	12.46	0.36	3.0%
Police	40.52	40.52	40.02	39.61	(0.41)	-1.0%
Public Works	58.14	61.86	50.00	49.00	(1.00)	-2.0%
Total FTE	160.51	161.29	145.23	147.34	2.11	1.5%

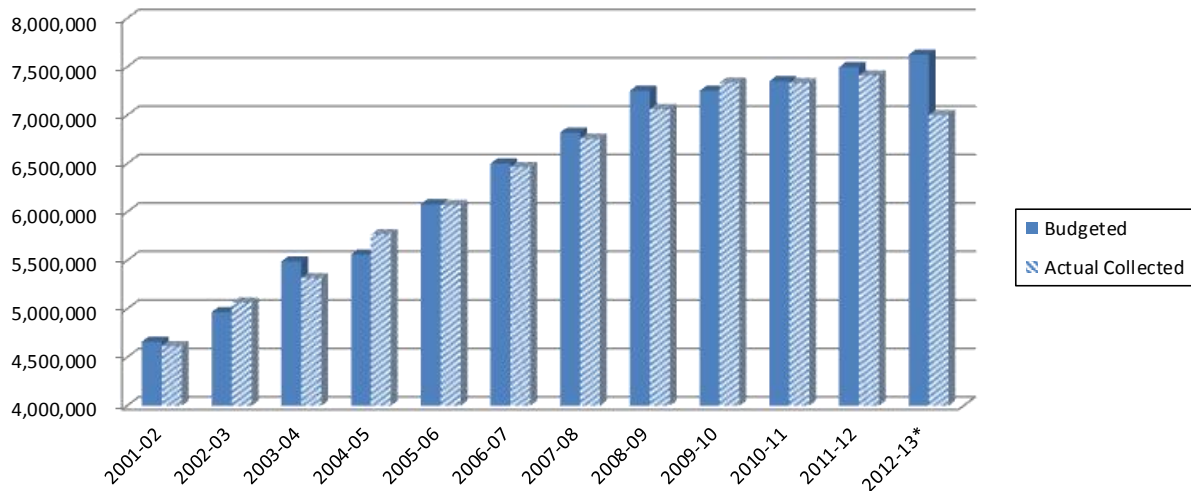
Detailed breakdown of this table is provided in FTE Detail by Supervising Department on page 245.



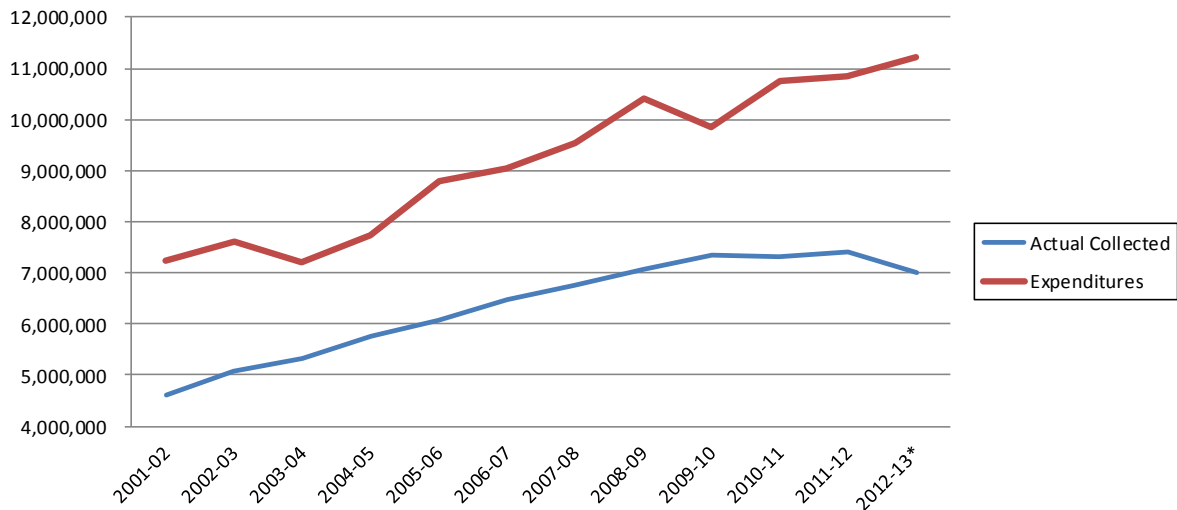
Property Tax Analysis

Fiscal Year	City Permanent Rate	General Fund		Bond		General Fund Expenditures
		Budgeted	Actual Collected	Budgeted	Actual Collected	
2001-02	6.0534	4,661,979	4,616,002	163,500	117,933	7,235,040
2002-03	6.0534	4,967,278	5,063,363	170,000	169,751	7,603,014
2003-04	6.0534	5,489,729	5,316,710	166,000	164,025	7,221,447
2004-05	6.0534	5,561,900	5,769,396	147,000	153,402	7,747,568
2005-06	6.0534	6,081,250	6,073,707	651,000	651,900	8,791,856
2006-07	6.0534	6,500,500	6,464,834	651,000	647,195	9,035,190
2007-08	6.0534	6,821,735	6,756,640	665,000	647,897	9,534,401
2008-09	6.0534	7,254,000	7,063,853	665,000	677,356	10,420,201
2009-10	6.0534	7,252,000	7,336,823	490,000	495,805	9,846,485
2010-11	6.0534	7,351,000	7,330,490	515,000	495,377	10,747,046
2011-12	6.0534	7,495,000	7,410,058	530,000	495,840	10,849,469
2012-13*	6.0534	7,625,000	7,000,000	650,000	600,000	11,215,675

Property Tax Budgeted vs. Actual Collected - General Fund



General Fund
Property Tax vs. Expenditures



*Projected Actual

Major Taxpayers

The City of Woodburn is diverse in many ways, and the businesses that have flourished here reflect that. There is world class shopping at the Woodburn Company Stores – One of our State’s most popular tourist attractions. Woodburn also has Oregon’s only Drag Strip. Below is a listing of the major taxpayers for FY 2012-13.

Taxpayer	2012-13 Assessed Value	2012-13 Assessed Taxes	% of City Assessed Value*
Winco Foods LLC	67,741,865	1,319,158	4.48%
Craig Realty Group Woodburn LLC	50,614,890	991,348	3.35%
Food Services Of America Inc	26,768,810	488,673	1.77%
Wal-Mart Real Estate Business Tr	14,305,600	280,191	0.95%
Hardware Wholesalers Inc	14,722,700	276,677	0.97%
Portland General Electric Co	14,416,440	263,260	0.95%
Cascade Meadow LLC	11,606,240	227,321	0.77%
Crown 2 Development LLC	10,376,480	203,235	0.69%
Mid-Valley Plaza LLC	9,849,190	192,415	0.65%
Northwest Natural Gas Co	9,877,600	180,319	0.65%
Capital Development Company	8,970,900	165,916	0.59%
Pacific Realty Associates Lp	8,219,450	160,576	0.54%
Kwds LLC	7,841,950	153,593	0.52%
Fleetwood Homes Inc	7,678,070	141,882	0.51%
Stonehedge Properties Inc 90% &	7,224,430	141,498	0.48%
Woodburn Investment Assoc Ltd	7,058,060	138,240	0.47%
K&R Holdings	6,428,930	117,362	0.43%
Art Mortgage Borrower Propco	6,012,363	117,035	0.40%
Specialty Polymers Inc	6,278,820	114,622	0.42%
Sabroso Company	5,927,970	108,217	0.39%
3099 Pacific LLC	5,578,480	101,837	0.37%
Wave Division Holdings LLC	4,834,000	88,246	0.32%
Copart Of Washington Inc	4,264,707	83,275	0.28%
Earl A Doman LLC	4,153,150	80,841	0.27%
Montebello Estates-I LLC	4,425,820	80,796	0.29%

*Total City assessed value for 2012-13 was \$1,512,202,113

Source: Marion County Assessor's Office

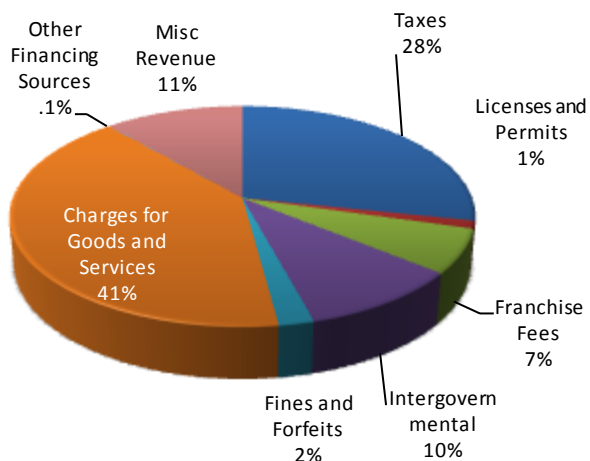
The assessed valuation for FY 2011-12 was \$1,850,222,994, which was a decrease of more than \$338 million.

Summary of Revenues and Expenditures – All Funds

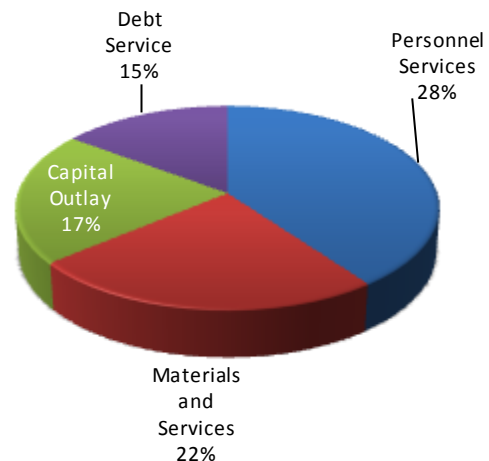
	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	FY 2013-14 Budget
Beginning Balance	22,307,216	20,076,579	35,460,543	40,146,060
Revenues				
Taxes	8,578,709	8,391,644	8,791,600	7,979,000
Licenses and Permits	225,156	394,523	500,751	321,501
Franchise Fees	1,164,285	1,499,300	1,442,500	1,817,340
Intergovernmental	3,081,225	2,573,399	3,366,755	2,802,839
Fines and Forfeits	689,217	805,884	600,400	593,400
Charges for Goods and Services	9,735,571	10,927,396	10,554,482	11,499,436
Other Financing Sources	3,170,746	37,210,258	158,444	20,000
Miscellaneous Revenue	2,425,667	3,211,708	2,728,712	3,190,881
Total Revenues	29,070,576	65,014,112	28,143,644	28,224,397
Total Beg. Bal. and Revenues	51,377,792	85,090,691	63,604,187	68,370,457
Expenses				
Personnel Services	12,239,666	12,827,809	12,923,378	13,482,066
Materials and Services	8,890,258	8,792,441	8,005,243	8,164,137
Capital Outlay	6,052,673	2,574,273	26,996,859	7,141,286
Debt Service	4,118,616	23,106,053	4,682,919	5,030,643
Total Expenses Before Contingency	31,301,213	47,300,576	52,608,399	33,818,132
Contingency & Reserves	-	-	10,995,788	34,552,325
Total Expenses	31,301,213	47,300,576	63,604,187	68,370,457
Fund Net	20,076,579	37,790,115	-	-
Total Expenses and Fund Net	51,377,792	85,090,691	63,604,187	68,370,457

All Funds - excluding Transfers In and Transfers Out

All Funds - Revenues by Class FY 2013-14



All Funds - Expenses by Class FY 2013-14



Estimated Ending Fund Balances

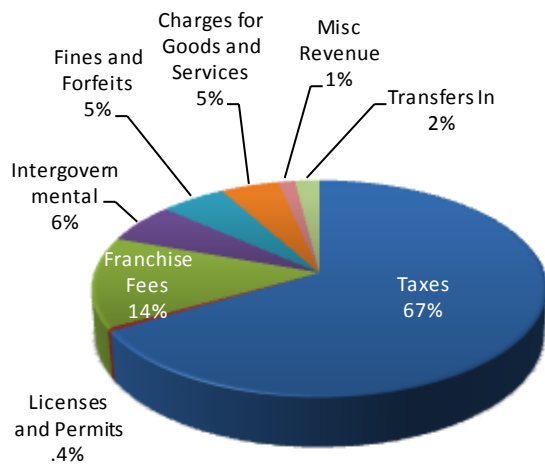
	Projected Balance			Projected Balance	
	July 1, 2013	Increases	Decreases	June 30, 2014	% Change
General Services					
General Fund - 001	\$ 2,781,000	\$ 11,034,189	\$ (11,244,779)	\$ 2,570,410	-7.57%
Transit Fund - 110	102,212	1,017,044	(1,054,697)	64,559	-36.84%
Street Fund - 140	1,350,000	1,949,250	(2,547,494)	751,756	-44.31%
GO Debt Service Fund - 250	30,000	528,900	(523,781)	35,119	17.06%
Total General Services	\$ 4,263,212	\$ 14,529,383	\$ (15,370,751)	\$ 3,421,844	
Utility Funds					
Water Fund - 470	\$ 1,275,000	\$ 3,371,715	\$ (3,407,653)	\$ 1,239,062	-2.82%
Sewer Fund - 472	3,779,000	7,044,200	(6,989,841)	3,833,359	1.44%
Total Utility Funds	\$ 5,054,000	\$ 10,415,915	\$ (10,397,494)	\$ 5,072,421	
Capital Construction Funds					
General Cap Const Fund - 358	\$ 122,000	\$ -	\$ (79,000)	\$ 43,000	-64.75%
Street & Storm Cap Const Fund - 363	25,000	1,164,600	(1,189,600)	-	-100.00%
Sewer Cap Const Fund - 465	17,000,000	105,100	(2,635,200)	14,469,900	-14.88%
Water Cap Const Fund - 466	4,500,000	120,795	(798,974)	3,821,821	-15.07%
Total Capital Construction Funds	\$ 21,647,000	\$ 1,390,495	\$ (4,702,774)	\$ 18,334,721	
Special Revenue Funds					
Building Inspection Fund - 123	\$ 275,000	\$ 408,251	\$ (447,301)	\$ 235,950	-14.20%
Search & Seizure Fund - 132	-	-	-	-	
Housing Rehab Fund - 137	274,000	29,500	(253,936)	49,564	-81.91%
RSVP Fund - 138	20,000	-	(20,000)	-	-100.00%
Cable Franchise Fund - 139	4,500	24,500	(26,050)	2,950	-34.44%
Special Assessment Fund - 360	832,000	40,685	-	872,685	4.89%
Parks SDC Fund - 364	450,000	22,785	(30,000)	442,785	-1.60%
Street SDC Fund - 376	5,000,000	373,221	(905,020)	4,468,201	-10.64%
Storm SDC Fund - 377	463,000	17,000	(25,000)	455,000	-1.73%
Water SDC Fund - 474	600,000	63,475	(40,000)	623,475	3.91%
Sewer SDC Fund - 475	273,000	101,750	-	374,750	37.27%
Total Special Revenue Funds	\$ 8,191,500	\$ 1,081,167	\$ (1,747,307)	\$ 7,525,360	
Internal Services Funds					
Information Services Fund - 568	18,000	915,761	(910,500)	23,261	29.23%
Insurance Fund - 581	150,000	514,229	(573,906)	90,323	-39.78%
Public Works Services Fund - 582	25,000	1,517,047	(1,517,047)	25,000	0.00%
Equipment Replacement Fund - 591	728,463	119,259	(847,722)	-	-100.00%
Total Internal Services Funds	\$ 921,463	\$ 3,066,296	\$ (3,849,175)	\$ 138,584	
Trust Funds					
Library Endowment Fund - 690	26,100	165	-	26,265	0.63%
Museum Endowment Fund - 691	2,785	20	-	2,805	0.72%
Lavelle Black Trust - 695	40,000	325	(10,000)	30,325	-24.19%
Total Trust Funds	\$ 68,885	\$ 510	\$ (10,000)	\$ 59,395	

General Services

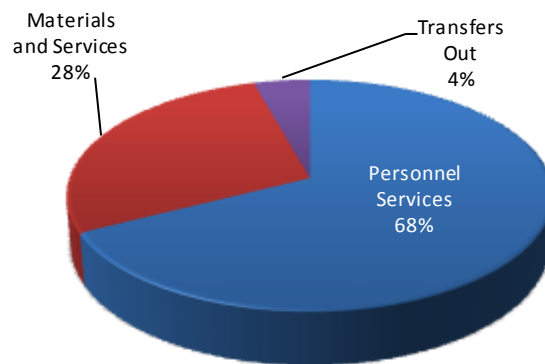
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Summary of Revenues and Expenditures – General Fund 001

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	FY 2013-14 Budget
Beginning Balance	2,618,413	2,732,180	2,700,000	2,781,000
Revenues				
Taxes	7,458,779	7,713,172	8,021,600	7,331,000
Licenses and Permits	54,373	55,262	42,000	48,000
Franchise Fees	1,091,366	1,092,695	1,107,500	1,497,340
Intergovernmental	493,225	653,556	657,500	665,189
Fines and Forfeits	689,217	805,316	600,400	593,400
Charges for Goods and Services	461,405	478,270	512,500	526,710
Other Financing Sources	340,966	-	-	-
Miscellaneous Revenue	127,268	288,505	201,000	152,550
Transfers In	-	56,833	2,500	220,000
Total Revenues	10,716,599	11,143,609	11,145,000	11,034,189
Total Beg. Bal. and Revenues	13,335,012	13,875,789	13,845,000	13,815,189
Expenses				
Personnel Services	6,978,423	7,132,456	7,334,967	7,594,955
Materials and Services	3,301,050	3,275,002	3,552,608	3,165,050
Capital Outlay	58,348	29,217	-	-
Transfers Out	409,225	412,794	328,100	484,774
Total Expenses Before Contingency	10,747,046	10,849,469	11,215,675	11,244,779
Contingency & Reserves	-	-	2,629,325	2,570,410
Total Expenses	10,747,046	10,849,469	13,845,000	13,815,189
Fund Net	2,732,180	2,744,299	-	-
Total Expenses and Fund Net	13,479,226	13,593,768	13,845,000	13,815,189



General Fund - Revenues by Class
FY 2013-14



General Fund - Expenses by Class
FY 2013-14

General Fund Discussion

The revenues total for the General Fund appears flat in the previous table. However, there is a significant decline in Taxes that is offset by an increase in Franchise Fees. If the decline in Taxes continues in FY 2014-15 there is not an identified revenue source to offset it. See the FY 2013-14 Budget Message on page 8 for further discussion of General Fund revenues and risks. In addition to the property tax decline, many of the other General Fund revenue categories are dependent on economic factors that the City cannot control.

The **Taxes** estimate for FY 2013-14 has been decreased \$690,000 compared to the prior year. The decline in tax revenues is primarily caused by the \$625,000 decrease in property tax revenues budgeted. As discussed in the FY 2013-14 Budget Message, property tax revenues have declined and are not expected to recover next year.

Franchise fees for FY 2013-14 increased by \$389,840, due to the addition of a Right of Way charge for water and sewer. This charge will sunset in five years unless the City Council takes action to continue it. Other franchise fees included in this category are payments from Portland General Electric (PGE), Northwest Natural Gas, Qwest, Datavision, Wave Broadband, United Disposal, and Woodburn Ambulance for use of the City's rights-of-way. Traditionally, this revenue source grew between 5% and 7%, but these revenues are tied to economic factors so growth has slowed, and in some cases declined.

Licenses & Permits for FY 2013-14 increased by \$6,000, as revenues did not decline as significantly as budgeted for FY 2012-13. Licenses and Permits revenue did not increase compared to actuals for FY 2011-12. This form of revenue includes Payments in Lieu of Taxes, the local Hotel/Motel Tax, Business License fees, and other license fees that are dependent on the economy.

The **Fines & Forfeits** category consists primarily of \$500,000 in court fines collected through the Municipal Court. The remaining amounts include police training surcharge, various towing fees and library fines. With the focus being on collecting every ticket issued, the Municipal Court has done an extraordinary job in the past, and this estimate correlates closely with the Police Department's ability to police the City by issuing citations, and the Municipal Court's ability to collect on fines issued.

Charges for Goods and Services within the General Fund contain many of the Parks and Recreation fees, all of the Aquatic Center's charges for admission and memberships, and other charges. The decrease is due to a slowing in the Adult programs within the City and also the lack of funding for programs that in the past were heavily funded by grants.

General Fund – Revenue Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 001 - General Fund							
Revenues							
Department: 000 - Revenue							
2,736,067	2,732,180	2,700,000	3081	Beginning Fund Balance	2,781,000	2,781,000	
7,174,755	7,410,058	7,625,000	3111	Property Tax	7,000,000	7,000,000	
28,381	29,583	28,000	3113	Pmt in Lieu of Taxes	28,000	28,000	
255,643	273,531	250,000	3133	Hotel/Motel Tax	303,000	303,000	
-	-	118,600	3181	911 Tax	-	-	
44,445	46,380	36,000	3211	Business License	40,000	40,000	
6,538	5,398	3,000	3219	Other License	3,000	3,000	
3,390	3,484	3,000	3220	Taxicab Permits	5,000	5,000	
587,815	602,060	625,000	3231	Franchise Fee, PGE	600,000	600,000	
143,551	162,595	167,500	3232	Franchise Fee, NW Natural	160,000	160,000	
72,428	61,861	78,000	3233	Franchise Fee, Qwest	60,000	60,000	
169,330	172,133	160,000	3234	Franchise Fee, United Dis	150,000	150,000	
76,608	77,231	60,000	3235	Franchise Fee, Wave BB	60,000	60,000	
11,483	11,483	11,000	3236	Franchise Fee, W Ambulanc	10,000	10,000	
20,834	5,238	6,000	3237	Franchise Fee, Gervais Te	5,000	5,000	
9,000	-	-	3239	Franchise Fee Sprint	-	-	
316	32	-	3240	Preferred LD Franchise	-	-	
-	61	-	3241	Matrix	-	-	
-	-	-	3243.470	General Right of Way - Water	155,554	155,554	
-	-	-	3243.472	General Right of Way - Sewer	296,786	296,786	
16,124	8,407	-	3333	Federal Grants Indirect	-	-	
8,650	-	-	3341	State Grants	-	-	
297,296	327,444	280,000	3362	State Liquor Proration	260,000	260,000	
35,613	38,691	33,000	3363	State Cigarette Tax	30,000	30,000	
-	167,603	240,000	3364	State Revenue Sharing	240,000	240,000	
235	95	-	3415	Sale of Documents	-	-	
48,437	4,513	-	3473.109	Recreation Trust	-	-	
-	22,000	23,000	3625.001	Rent-Norcom	-	-	
-	65	-	3679	Donations-Other	-	-	
(281)	(84)	-	3698	Cash Long and Short	-	-	
19	(120)	-	3698.001	Deposit Difference	-	-	
23,440	60,086	25,000	3699	Other Miscellaneous Incom	25,000	25,000	
-	-	6,500	3699.720	Urban Renewal	6,500	6,500	
340,966	-	-	3811	Interfund Loan Proceeds	-	-	
2,818	124,459	69,000	3881	Reimbursements	69,000	69,000	
-	900	-	3881.001	Reimbursement--Training	-	-	
-	54,191	-	3971.135	Transfer From Revenue Sharing	-	-	
-	-	-	3971.137	Transfer From Housing Rehab	200,000	200,000	
-	2,642	2,500	3971.357	Transfer From Police Construction	-	-	
12,113,901	12,404,202	12,550,100	Department Total: 000 - Revenue		12,487,840	12,487,840	
Department: 151 - Finance							
13,850	16,725	10,000	3416	Lien Search Revenue	15,000	15,000	
61,297	59,296	42,000	3611	Interest from Investments	18,050	18,050	
75,147	76,021	52,000	Department Total: 151 - Finance		33,050	33,050	
Department: 181 - Municipal Court							
599,996	720,989	500,000	3531	Court Fines	500,000	500,000	
(27)	(140)	-	3698	Cash Long and Short	-	-	
599,969	720,848	500,000	Department Total: 181 - Municipal Court		500,000	500,000	

General Fund – Revenue Detail - Continued

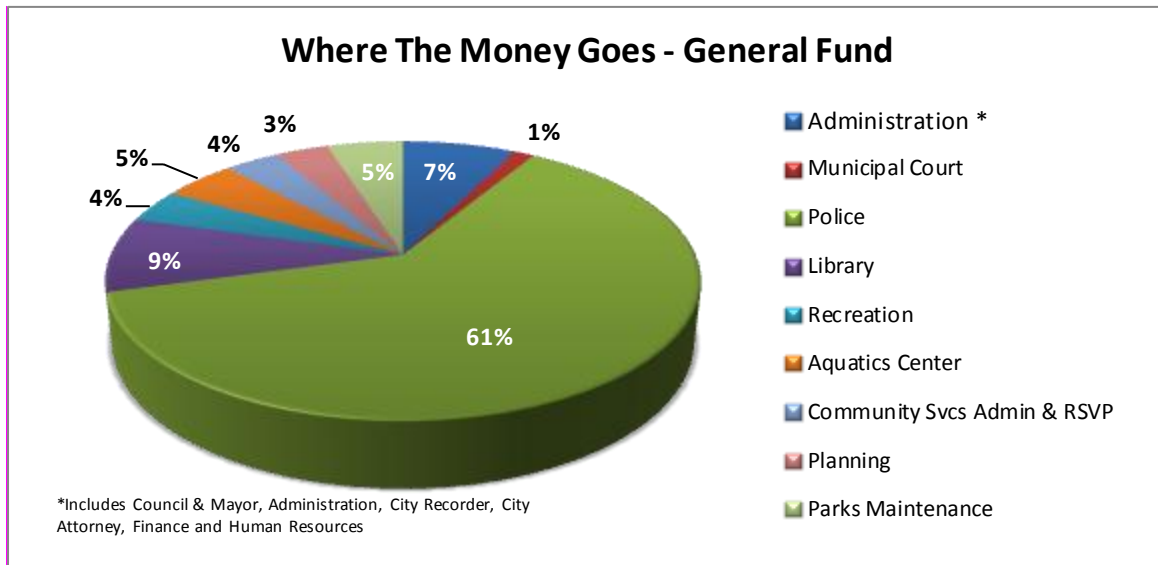
FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 001 - General Fund							
Revenues							
Department: 000 - Revenue							
Department: 211 - Police							
8,780	9,610	12,000	3341	State Grants	10,000	10,000	
-	2,140	13,000	3421	Police Reimbursements	13,000	13,000	
47,300	34,443	45,000	3421.001	Reimbursements School District	45,000	45,000	
19,653	13,939	23,000	3531.101	Police Training Surcharge	23,000	23,000	
55,350	57,000	67,000	3532	Towing Fee	50,000	50,000	
28	-	400	3533	Alarm Fee	400	400	
100	-	5,000	3673	Donations-Police	5,000	5,000	
15,000	-	-	3679	Donations-Other	-	-	
13,010	-	-	3699	Other Miscellaneous Incom	-	-	
60	1,613	17,000	3881	Reimbursements	17,000	17,000	
4,306	2,700	3,000	3881.001	Reimbursement--Training	1,500	1,500	
163,586	121,446	185,400	Department Total: 211 - Police		164,900	164,900	
Department: 311 - Library							
89,806	70,414	75,000	3365	Regional Library Services	75,000	75,000	
2,852	3,370	3,500	3366	Ready to Read Grant	4,000	4,000	
3,524	2,250	3,000	3472	Rural Readers' Fees	3,000	3,000	
14,190	13,388	10,000	3536	Library Fines	20,000	20,000	
505	7,889	-	3672	Donations-Library	-	-	
-	4,000	5,000	3672.001	Donations-Library - Music in the Park	5,000	5,000	
580	2	-	3672.101	Gates Library Grant	-	-	
100	(85)	-	3675	Donations-Museum	-	-	
2,698	2,750	2,000	3695	Lost Book Revenue	2,000	2,000	
-	20	-	3696	Friends of Library Sales	-	-	
114,254	103,999	98,500	Department Total: 311 - Library		109,000	109,000	
Department: 421 - Recreation							
21,109	28,534	22,000	3473.101	Youth Sports	22,000	22,000	
33,556	22,822	31,000	3473.102	Adult Sports	28,000	28,000	
23,259	24,724	20,000	3473.103	Youth Program	20,000	20,000	
1,776	1,813	-	3473.104	Administration	-	-	
5,791	125	-	3473.105	Adult Program	-	-	
-	2,141	10,000	3473.106	Sponsorship Revenue	10,000	10,000	
-	230	-	3473.107	Teen Program Revenue	-	-	
979	50,017	42,000	3473.108	After School Club	45,000	45,000	
(15)	15,050	2,500	3473.110	Arts & Culture	4,210	4,210	
2,508	12,983	14,000	3473.111	Active Adult	14,000	14,000	
6,539	5,171	-	3474	Event Admission	-	-	
17,262	(50)	-	3474.099	Fiesta Events	-	-	
300	100	-	3671	Donations-Parks	-	-	
7,500	7,500	-	3671.105	Land o Frost Grant	-	-	
26,025	20,514	14,000	3671.110	PAL - Teen Prog Grant	-	-	
146,588	191,673	155,500	Department Total: 421 - Recreation		143,210	143,210	

General Fund – Revenue Detail - Continued

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
			Fund: 001 - General Fund				
			Revenues				
			Department: 000 - Revenue				
			Department: 431 - Aquatics				
5,007	10,283	18,000	3417	Resale of Merchandise	16,000	16,000	
12,378	12,893	16,000	3418	Concession Sales	17,000	17,000	
79,088	93,542	104,000	3471.101	Pool Admissions	107,000	107,000	
26,250	19,869	33,000	3471.102	Pool Memberships	29,000	29,000	
10,732	11,533	15,000	3471.103	Pool Rentals	15,000	15,000	
45,505	40,839	45,000	3471.104	Swimming Lessons	50,000	50,000	
-	7,875	10,000	3471.105	Sponsorships	9,000	9,000	
-	645	4,000	3471.107	Towels/Misc	4,000	4,000	
76	(15)	-	3698	Cash Long and Short	-	-	
179,035	197,465	245,000	Department Total: 431 - Aquatics		247,000	247,000	
			Department: 481 - RSVP				
-	-	-	3971.138	Transfer From RSVP	20,000	20,000	
-	-	-	3332	Federal Grants	46,189	46,189	
-	-	-	Department Total: 481 - RSVP		66,189	66,189	
			Department: 499 - Community Services Admin				
3,848	3,070	3,500	3625	Facilities Rent	3,500	3,500	
3,848	3,070	3,500	Department Total: 499 - Community Services Admin		3,500	3,500	
			Department: 511 - Planning				
14,758	16,552	13,000	3451	T&E Planning Develop Fee	18,500	18,500	
41,580	40,513	42,000	3456	Planning Fees	42,000	42,000	
56,338	57,064	55,000	Department Total: 511 - Planning		60,500	60,500	
13,452,666	13,875,789	13,845,000	Total Revenue	Total: 001 - General Fund	13,815,189	13,815,189	

General Fund Expenditures by Department Summary

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	FY 2013-14 Budget
001 General Fund				
011 - Council & Mayor	39,703	42,028	36,261	40,465
121 - Administration	166,155	165,005	171,108	205,842
131 - City Recorder	42,389	45,171	48,380	58,754
141 - City Attorney	139,286	130,735	139,998	141,785
151 - Finance	293,008	310,967	290,150	278,060
161 - Human Resources	36,476	69,970	42,285	46,339
181 - Court	187,699	204,412	213,976	138,469
211 - Police	5,660,798	6,143,544	6,272,070	6,534,462
311 - Library	1,061,030	1,040,440	987,097	913,486
421 - Recreation	490,426	392,036	478,125	411,630
431 - Aquatics	670,489	458,572	512,039	493,027
481 - RSVP	-	-	-	68,582
499 - Community Services Admin	364,231	395,900	337,407	309,158
511 - Planning	358,305	335,301	367,232	364,566
631 - Maintenance	566,463	562,381	526,370	520,121
199 - Non-departmental	670,588	553,006	793,177	720,033
Contingency & Reserve	-	-	2,629,325	2,570,410
General Fund Expenditures Total	10,747,046	10,849,468	13,845,000	13,815,189



General Fund – Expenditures by Department

Council & Mayor

Fund/Fund Number: General - 001
Department/Department Number: City Council – 011
Department Director: Scott Derickson

Description of purpose/functions of department:

This department budget is to account for the various costs incurred by the Mayor and City Council. Among those costs are the following: office space and equipment overhead for Mayor and Council, meeting expenses, community outreach and Mayor and Council payroll expenses.

Primary duties of the Council include:

- Pursuant to Section 6, Woodburn Charter of 1982 “except as this charter provides otherwise, all powers of the City shall be vested in the council;”
- The City council is responsible for determining the direction and priorities of City government. The full Council is composed of an elected Mayor and six elected City Councilors;
- Pursuant to Section 13, Woodburn Charter of 1982, the City Council is required to “hold a regular meeting at least once each month in the city at a time and place which it designates.” The regular meetings are generally held on the second and fourth Monday of each month in the City Hall at 7:00 pm;
- The Mayor and City Council individually represent the City by their membership on regional forums and civic organizations.

Department Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Council & Mayor			
2,593	2,605	2,658	Personnel Services	-	-	
37,112	39,423	33,603	Materials & Services	40,465	40,465	
39,705	42,028	36,261	Council & Mayor Total	40,465	40,465	-

Stipends for the City Council and Mayor are eliminated for FY 2013-14 to reduce expenses.

Department Detail

FY 2010-11	FY 2011-12	FY 2012-13				FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description			Proposed	Approved	Adopted
			Department: 011 - Council & Mayor					
			Program: 1111 - Legislative					
			Personnel Services					
2,400	2,398	1,400	5111	Regular Wages	-	-		
-	-	1,000	5112	Part-Time Wages	-	-		
1	1	7	5211	OR Workers' Benefit	-	-		
185	184	184	5212	Social Security	-	-		
-	-	30	5214	Retirement	-	-		
8	22	37	5216	Unemployment Insurance	-	-		
2,593	2,605	2,658	Total - Personnel Services			-	-	
			Materials & Services					
-	-	500	5315	Computer Supplies	500	500		
268	444	500	5319	Other Office Supplies	500	500		
1,000	-	1,000	5382	Flowering Plants	-	-		
-	-	-	5399	Other Supplies	1,004	1,004		
450	152	500	5419	Other Professional Serv	500	500		
59	53	100	5421	Telephone/Data	100	100		
-	-	60	5422	Postage	60	60		
22,102	20,960	17,869	5428	IS Support	25,200	25,200		
219	321	-	5431	Lodging	-	-		
70	-	-	5432	Meals	-	-		
188	307	-	5433	Mileage	-	-		
12,256	16,427	11,249	5448	Internal Rent	10,776	10,776		
141	144	225	5491	Dues & Subscriptions	225	225		
360	615	1,500	5492	Registrations/Tuitions	1,500	1,500		
-	-	100	5493	Printing/Binding	100	100		
37,112	39,423	33,603	Total - Materials & Services			40,465	40,465	
39,706	42,028	36,261	Program Total: 1111 - Legislative			40,465	40,465	
39,706	42,028	36,261	Department Total: 011 - Council & Mayor			40,465	40,465	

Administration

Fund/Fund Number: General - 001
Department/Department Number: Administration- 121
Department Director: Scott Derickson

Description of purpose/functions of department:

Section 21, Woodburn Charter of 1982, generally defines the function of the City Administrator as being “the administrative head of the government of the city.” The Charter specifically defines the powers and duties as:

- Advising the Council of the “affairs and needs of the city;”
- Ensuring that “all ordinance are enforced and that the provisions of franchises, leases, contracts, permits and privileges granted by the city are observed;”
- Appointment and removal of “all city officers and employees” and general supervision and control over them and their work;”
- Acting as “purchasing agent for...the city;”
- “Supervision...of all public utilities owned and operated by the city, and...general supervision over all city property;” and
- “Other duties” required the Charter or City Council

Description of department, including number of personnel:

The department consists of 2.35 FTE responsible for carrying the duties listed above.

Department Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Administration			
132,109	123,846	137,675	Personnel Services	167,216	167,216	
34,045	41,158	33,433	Materials & Services	38,626	38,626	
166,154	165,004	171,108	Administration Total	205,842	205,842	-

Please note the Personnel Services classification is low for this department because the FTE costs are allocated among various departments and funds. Please see Personnel Allocation table on page 242 for clarification.

Department Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Department: 121 - Administration							
Program: 1211 - Executive							
Personnel Services							
99,104	90,081	91,124	5111	Regular Wages	110,514	110,514	
27	25	28	5211	OR Workers' Benefit	39	39	
6,657	5,900	6,971	5212	Social Security	7,611	7,611	
7,540	6,663	13,987	5213	Med, Den, Life Ins.	18,540	18,540	
17,869	19,817	23,465	5214	Retirement	28,550	28,550	
393	348	366	5215	Long Term Disability Ins	346	346	
286	806	1,504	5216	Unemployment Insurance	1,437	1,437	
233	206	230	5217	Life Insurance	179	179	
132,109	123,847	137,675	Total - Personnel Services		167,216	167,216	
Materials & Services							
2,628	2,405	3,000	5319	Other Office Supplies	3,000	3,000	
752	256	2,000	5419	Other Professional Serv	2,000	2,000	
190	171	200	5421	Telephone/Data	200	200	
294	342	250	5422	Postage	250	250	
9,670	15,720	8,934	5428	IS Support	12,600	12,600	
608	842	-	5431	Lodging	-	-	
131	180	-	5432	Meals	-	-	
207	344	-	5433	Mileage	-	-	
15,500	16,427	11,249	5448	Internal Rent	10,776	10,776	
2,728	2,554	3,600	5491	Dues & Subscriptions	3,800	3,800	
1,336	1,919	4,200	5492	Registrations/Tuitions	6,000	6,000	
34,045	41,158	33,433	Total - Materials & Services		38,626	38,626	
166,155	165,005	171,108	Program Total: 1211 - Executive		205,842	205,842	-
166,155	165,005	171,108	Department Total: 121 - Administration		205,842	205,842	

City Recorder

Fund/Fund Number: General Fund - 001
Department/Department Number: City Recorder - 131
Department Director: Heather Pierson

Description of purpose/functions of department:

The City Recorders office is responsible for a variety of administrative activities including records management, Council meeting administration, and legislation administration. In addition, the City Recorder is the City's Risk Management coordinator and oversees the Insurance fund and all insurance policy administration and claims management functions.

Description of department, including number of personnel:

The City Recorders office is staffed by one full time employee and .2 FTE Administrative Assistant.

Description of FY 2012-13 accomplishments:

- Completed workers compensation self-audit
- Administered 2012 elections

Description of FY 2013-14 proposed focus/goals:

- Develop and implement process for tracking certificates of insurance from vendors
- Continue review of records destruction requests from various departments

Department Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			City Recorder			
34,024	30,712	25,092	Personnel Services	33,582	33,582	
8,365	14,460	23,288	Materials & Services	25,172	25,172	
42,389	45,172	48,380	City Recorder Total	58,754	58,754	-

Please note the Personnel Services classification is low for this department because the FTE costs are allocated among various departments and funds. Please see Personnel Allocation chart on page 242 for clarification.

Department Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Department: 131 - City Recorder							
Program: 1531 - Records							
Personnel Services							
23,237	20,028	15,569	5111	Regular Wages	22,029	22,029	
9	8	7	5211	OR Workers' Benefit	11	11	
1,715	1,467	1,191	5212	Social Security	1,658	1,658	
5,093	4,649	3,721	5213	Med, Den, Life Ins.	3,676	3,676	
3,758	4,260	4,245	5214	Retirement	5,781	5,781	
90	79	63	5215	Long Term Disability Ins	92	92	
67	176	257	5216	Unemployment Insurance	287	287	
54	47	39	5217	Life Insurance	48	48	
34,024	30,712	25,092	Total - Personnel Services		33,582	33,582	
Materials & Services							
2,010	799	4,000	5319	Other Office Supplies	3,000	3,000	
-	184	-	5419	Other Professional Serv	-	-	
108	97	150	5421	Telephone/Data	150	150	
37	55	150	5422	Postage	150	150	
4,144	4,144	6,701	5428	IS Support	9,450	9,450	
225	-	500	5431	Lodging	500	500	
10	89	-	5433	Mileage	300	300	
-	5,749	3,937	5448	Internal Rent	3,772	3,772	
980	-	1,750	5471	Equipment Repair & Maint	1,750	1,750	
338	625	3,100	5492	Registrations/Tuitions	3,100	3,100	
514	2,718	3,000	5499	Other Services	3,000	3,000	
8,365	14,460	23,288	Total - Materials & Services		25,172	25,172	
42,389	45,172	48,380	Program Total: 1531 - Records		58,754	58,754	
42,389	45,172	48,380	Department Total: 131 - City Recorder		58,754	58,754	

City Attorney

Fund/Fund Number: General - 001
Department/Department Number: City Attorney - 141
Department Director: N. Robert Shields

Description of purpose/functions of department:

The City Attorney provides to the City a wide range of professional legal services with emphasis on the specialized field of municipal law. This includes: giving legal advice to the City Council, City Administrator, and Departments; drafting ordinances and resolutions; reviewing and preparing agreements; negotiating with employee unions; and representing the City in state and federal courts.

Description of department, including number of personnel:

The department consists of 2.45 FTE: the City Attorney, Assistant City Attorney, and an Executive/Legal Assistant that is shared with the City Administrator.

Description of FY 2012-13 accomplishments:

- Negotiated a Collective Bargaining Agreement with the Woodburn Police Association
- Negotiated a new 10 year ambulance franchise with Woodburn Ambulance
- Filed a brief in the Court of Appeals on the Urban Growth Boundary expansion
- Issued legal opinion on murals and drafted the Public Art Mural Ordinance
- Collected over \$120,000 in unpaid gas tax and penalty
- Negotiated an access condition modification for Renaissance Homes development

Description of FY 2013-14 proposed focus/goals:

- Present oral argument in Urban Growth Boundary expansion case
- Complete negotiations on new 10 year cable television franchise with WAVE Broadband
- Complete negotiations on new franchise with Portland General Electric
- Complete negotiations on new telecommunications franchise with Data Vision
- Finish review and revision of police department LEXIPOL policies
- Continue ordinance review/revision project
- Continue to provide timely legal advice to the City Council, City Administrator and departments to enable them to achieve their goals and objectives

Department Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
106,437	93,931	102,423	City Attorney			
32,849	36,804	37,575	Personnel Services	101,792	101,792	
			Materials & Services	39,993	39,993	
139,286	130,735	139,998	City Attorney Total	141,785	141,785	-

Please note the Personnel Services classification is low for this department because the FTE costs are allocated among various departments and funds. Please see Personnel Allocation chart on page 242 for clarification.

Department Detail

FY 2010-11	FY 2011-12	FY 2012-13				FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description			Proposed	Approved	Adopted
			Department: 141 - City Attorney					
			Program: 1411 - Legal					
			Personnel Services					
76,788	66,514	68,057	5111	Regular Wages	64,552	64,552		
27	24	29	5211	OR Workers' Benefit	26	26		
5,603	4,809	5,206	5212	Social Security	4,756	4,756		
8,072	6,190	9,205	5213	Med, Den, Life Ins.	13,072	13,072		
15,252	15,399	18,357	5214	Retirement	18,141	18,141		
296	257	274	5215	Long Term Disability Ins	267	267		
222	592	1,123	5216	Unemployment Insurance	839	839		
177	147	172	5217	Life Insurance	139	139		
106,437	93,932	102,423	Total - Personnel Services			101,792	101,792	
			Materials & Services					
6,529	7,468	8,500	5314	Books	8,000	8,000		
971	390	700	5319	Other Office Supplies	700	700		
-	2,033	3,000	5412	Legal	3,000	3,000		
-	735	-	5419	Other Professional Serv	-	-		
1,086	1,292	1,700	5421	Telephone/Data	1,700	1,700		
76	41	200	5422	Postage	200	200		
8,288	7,860	6,701	5428	IS Support	9,450	9,450		
1,214	641	-	5431	Lodging	-	-		
89	13	-	5432	Meals	-	-		
525	361	-	5433	Mileage	-	-		
287	203	-	5434	Airfare	-	-		
9,193	11,499	7,874	5448	Internal Rent	7,543	7,543		
-	-	200	5471	Equipment Repair & Maint	200	200		
1,959	1,929	2,500	5491	Dues & Subscriptions	2,500	2,500		
2,406	2,200	5,700	5492	Registrations/Tuitions	6,500	6,500		
225	140	500	5495	Court Costs	200	200		
32,849	36,804	37,575	Total - Materials & Services			39,993	39,993	
139,286	130,735	139,998	Program Total: 1411 - Legal			141,785	141,785	
139,286	130,735	139,998	Department Total: 141 - City Attorney			141,785	141,785	

Finance

Fund/Fund Number:	General - 001
Department/Department Number:	Finance - 151
Department Director:	Christina Shearer

Description of purpose/functions of department:

The Finance Department provides coordination and direction of the accounting and financial management services of the City. This includes, but is not limited to, directing, monitoring and controlling an effective financial accounting system, controlling the assets and financial operations of the City and providing a framework for financial planning and analysis to support the operation and management of all City departments.

The Finance Department also processes and maintains the City's general ledger, utility billing, accounts receivable, accounts payable, fixed assets and payroll systems. In addition, the Finance Department functions as a 'financial services' provider to the City's departments as needed (for example assisting in procuring new financing packages, project accounting, etc.)

Description of department, including number of personnel:

The department consists of eight staff members, including one director and one manager, who are responsible for carrying the duties listed above.

Description of FY 2012-13 accomplishments:

- Centralized cash receipting for Municipal Court & Finance to one window within City Hall
- Received GFOA Distinguished Budget Award for FY 2012-13 document
- Implemented position budgeting to project personnel costs for FY 2013-14 budget

Description of FY 2013-14 proposed focus/goals:

- Continued staff training for improvements to systems, customer service and internal controls
- Cross training of finance staff to allow for 1 full time Municipal Court Clerk
- Pursue the implementation of project accounting
- Complete first-ever master procedure manual for entire department
- Submit FY 2013-14 Budget for 2nd GFOA award
- Continue to research possibility of on-line bill payment solutions for utilities
- Begin General Ledger cleanup process that will include removing unused Programs and departments to establish efficiencies in almost every facet of the department
- Centralize accounting function of city finances including using a new Accounts Receivable module within existing software
- Implement a new time and attendance software city-wide

Department Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Finance			
104,785	114,016	99,456	Personnel Services	147,490	147,490	
188,223	196,950	190,694	Materials & Services	130,570	130,570	
293,008	310,966	290,150	Finance Total	278,060	278,060	-

Please note the Personnel Services classification is low for this department because the FTE costs are allocated among various departments and funds. Please see Personnel Allocation chart on page 242 for clarification.

Department Detail

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Department: 151 - Finance						
Program: 1511 - Finance						
Personnel Services						
78,150	83,968	68,107	5111 Regular Wages	99,493	99,493	
26	8	-	5121 Overtime	-	-	
37	33	31	5211 OR Workers' Benefit	43	43	
6,020	6,063	5,210	5212 Social Security	7,611	7,611	
10,483	9,126	10,201	5213 Med, Den, Life Ins.	13,322	13,322	
9,170	13,628	14,337	5214 Retirement	25,101	25,101	
420	286	274	5215 Long Term Disability Ins	410	410	
232	734	1,124	5216 Unemployment Insurance	1,294	1,294	
247	169	172	5217 Life Insurance	216	216	
104,785	114,016	99,456	Total - Personnel Services	147,490	147,490	
Materials & Services						
-	261	700	5315 Computer Supplies	700	700	
9,344	7,094	8,500	5319 Other Office Supplies	8,500	8,500	
28,401	33,600	35,000	5414 Accounting/Auditing	20,000	20,000	
13,168	12,264	7,500	5419 Other Professional Serv	6,500	6,500	
182	671	500	5421 Telephone/Data	500	500	
1,053	538	800	5422 Postage	800	800	
1,017	-	-	5424 Advertising	-	-	
966	611	4,500	5427 Training	5,000	5,000	
38,679	44,540	37,971	5428 IS Support	28,350	28,350	
6,254	6,350	7,000	5429 Other Communication Serv	7,000	7,000	
243	1,224	4,500	5439 Other Travel	4,500	4,500	
30,228	41,068	28,123	5448 Internal Rent	26,940	26,940	
500	-	-	5461 Auto Insurance	-	-	
400	-	400	5462 Employee Blanket Bond	400	400	
797	556	700	5491 Dues & Subscriptions	1,200	1,200	
-	590	-	5492 Registrations/Tuitions	-	-	
1,801	1,295	2,500	5493 Printing/Binding	2,500	2,500	
55,191	46,289	52,000	5500 Banking Fees & Charges	17,680	17,680	
188,223	196,950	190,694	Total - Materials & Services	130,570	130,570	
293,008	310,966	290,150	Program Total: 1511 - Finance	278,060	278,060	
293,008	310,966	290,150	Department Total: 151 - Finance	278,060	278,060	

Human Resources

Fund/Fund Number: General - 001
Department/Department Number: Human Resources - 161
Department Director: Michael Hereford

Description of purpose/functions of department:

To provide centralized human resources services and responsive customer service in support of the employees, department heads and the City Administrator.

The department is responsible for a full range of comprehensive human resources services and programs to enhance the efficiency and effectiveness of the organization including: recruitment and selection, classification and compensation systems, benefit administration, ADA compliance, employee/labor relations, citywide training, personnel policy development and administration, personnel record management, and recognition.

Description of department, including number of personnel:

The department consists of 2 FTE: One Human Resources Director and one Assistant Human Resources Director.

Description of FY 2012-13 accomplishments:

- Implemented NeoGov software to improve recruiting and candidate tracking
- Developed and provided supervisor training series

Description of FY 2013-14 proposed focus/goals:

- Implement electronic time and attendance tracking to increase payroll automation
- Update Employee Policy Manual

Department Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Human Resources			
11,467	11,877	13,206	Personnel Services	12,585	12,585	
25,009	58,091	29,079	Materials & Services	33,754	33,754	
36,476	69,968	42,285	Human Resources Total	46,339	46,339	-

Please note the Personnel Services classification is low for this department because the FTE costs are allocated among various departments and funds. Please see Personnel Allocation chart on page 242 for clarification.

Department Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Department: 161 - Human Resources							
Program: 1611 - Risk Management							
Personnel Services							
8,813	8,335	8,000	5111	Regular Wages	8,446	8,446	
3	3	3	5211	OR Workers' Benefit	3	3	
640	629	612	5212	Social Security	647	647	
930	1,436	2,743	5213	Med, Den, Life Ins.	1,233	1,233	
1,016	1,351	1,664	5214	Retirement	2,093	2,093	
25	31	32	5215	Long Term Disability Ins	35	35	
26	75	132	5216	Unemployment Insurance	110	110	
15	18	20	5217	Life Insurance	18	18	
11,467	11,878	13,206	Total - Personnel Services		12,585	12,585	
Materials & Services							
-	-	3,000	5315	Computer Supplies	3,000	3,000	
3,913	19,740	4,000	5319	Other Office Supplies	4,000	4,000	
573	-	-	5329	Other Operating Supplies	-	-	
-	1,629	-	5413	Management	-	-	
99	-	-	5417	Human Resources	-	-	
2,820	13,072	5,000	5419	Other Professional Serv	5,000	5,000	
-	661	800	5421	Telephone/Data	800	800	
1,134	20	200	5424	Advertising	200	200	
8,288	9,350	4,467	5428	IS Support	9,450	9,450	
-	127	-	5431	Lodging	-	-	
113	343	-	5432	Meals	-	-	
46	76	-	5433	Mileage	-	-	
7,660	10,678	7,312	5448	Internal Rent	7,004	7,004	
362	451	1,000	5491	Dues & Subscriptions	1,000	1,000	
-	929	2,200	5492	Registrations/Tuitions	2,200	2,200	
-	3	-	5493	Printing/Binding	-	-	
-	1,012	1,100	5499	Other Services	1,100	1,100	
25,009	58,092	29,079	Total - Materials & Services		33,754	33,754	
36,476	69,969	42,285	Program Total: 1611 - Risk Management		46,339	46,339	
36,476	69,969	42,285	Department Total: 161 - Human Resources		46,339	46,339	

Municipal Court

Fund/Fund Number: General - 001
Department/Department Number: Municipal Court - 181
Department Director: Christina Shearer

Description of purpose/functions of department:

The City's Municipal Court provides for the adjudication of minor traffic violations, is responsible for processing all citations and violations issued by the Woodburn Police Department and is responsible for processing code violations issued by the City's Code Enforcement Department.

Description of department, including number of personnel:

The Municipal Court is staffed by one full time court clerk, a part-time Judge, various part time Bailiffs, and is overseen by the Accounting Manager.

Description of FY 2012-13 accomplishments:

- Integration into the Finance Department to provide better service to customers and better internal controls over the cash receipting function
- Implementation of a new collection agency to increase amount of revenue on stale accounts
- Adoption of a diversion program to increase revenue and efficiencies with eligible cases

Description of FY 2013-14 proposed focus/goals:

- Continued focus on implementation of court E-Tickets to minimize data entry
- Purging of stale court records to free up valuable time and space
- Sustained focus on cross training Finance staff members on Municipal Court process
- Search for scheduling efficiencies in arraignment & trial scheduling

Department Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
145,679	168,556	172,963	Municipal Court			
38,095	35,856	41,013	Personnel Services	104,603	104,603	
3,925	-	-	Materials & Services	33,866	33,866	
			Capital Outlay	-	-	
187,699	204,412	213,976	Municipal Court Total	138,469	138,469	-

Department Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Department: 181 - Municipal Court							
Program: 1811 - Judicial							
Personnel Services							
85,015	86,845	86,258	5111	Regular Wages	51,951	51,951	
14,622	22,847	20,286	5112	Part-Time Wages	16,368	16,368	
61	66	79	5211	OR Workers' Benefit	41	41	
7,453	7,791	8,151	5212	Social Security	5,227	5,227	
26,283	35,388	35,838	5213	Med, Den, Life Ins.	17,343	17,343	
11,477	14,156	19,871	5214	Retirement	12,444	12,444	
297	304	428	5215	Long Term Disability Ins	223	223	
298	978	1,758	5216	Unemployment Insurance	889	889	
174	179	294	5217	Life Insurance	117	117	
145,679	168,556	172,963	Total - Personnel Services		104,603	104,603	
Materials & Services							
4,350	3,383	7,000	5319	Other Office Supplies	4,500	4,500	
1,222	368	2,500	5419	Other Professional Serv	2,500	2,500	
118	105	150	5421	Telephone/Data	150	150	
2,054	2,243	1,800	5422	Postage	1,800	1,800	
11,051	10,480	8,934	5428	IS Support	6,300	6,300	
4,834	4,386	5,000	5429	Other Communication Serv	5,000	5,000	
219	(74)	-	5431	Lodging	-	-	
212	-	-	5432	Meals	-	-	
-	481	-	5439	Other Travel	-	-	
6,000	3,834	7,000	5446	Software Licenses	5,000	5,000	
7,660	9,856	6,479	5448	Internal Rent	6,466	6,466	
85	415	150	5491	Dues & Subscriptions	150	150	
289	379	2,000	5492	Registrations/Tuitions	2,000	2,000	
38,095	35,856	41,013	Total - Materials & Services		33,866	33,866	
Capital Outlay							
3,925	-	-	5645	Computing	-	-	
3,925	-	-	Total - Capital Outlay		-	-	
187,699	204,412	213,976	Program Total: 1811 - Judicial		138,469	138,469	
187,699	204,412	213,976	Department Total: 181 - Municipal Court		138,469	138,469	

Police

Fund/Fund Number: General - 001
Department/Department Number: Police - 211
Department Director: Scott D. Russell

Description of purpose/functions of department:

The police program provides 24-hour-a-day, 7-days-per-week law enforcement coverage, and includes patrol, school resource, community response, traffic, investigative, drug and gang enforcement, evidence processing and storage, police records management and police administrative services.

Description of department, including number of personnel:

31 Sworn Police Officers
8 Civilian Support Staff

Description of FY 2012-13 accomplishments:

Administration

- Completed Major Records Management and Mobile Data Systems Upgrades. Beginning in spring 2012 the department began a transition to a new Records Management System operating on a Windows Server from the old system that was running on an IBM mini-mainframe since 1992. This was done simultaneously with NORCOM's transition to a similar system. The process was completed with an upgrade to the Mobile Data System operating in the field during the summer months. Debugging and tweaking of the system is ongoing by the vendor, but major quality control issues were resolved this fall.
- Strategic Planning & Service Level Reviews. Staff has been completing updates to the strategic plan and conducting reviews of service levels both current and future. This is being done collaboratively through meetings with each work unit within the department, directed projects for supervisors, and planning events. The work-product is being readied for presentation to City Council in 2013.
- Department Annual Awards included four Medals of Honor and a Medal of Valor as well as numerous service awards
- Partnered with legal department in administrative and civil review of officer involved shooting case.
- Assisted Legal and HR Departments with negotiations on a new collective bargaining agreement with Woodburn Police Association.
- Assisted NORCOM with negotiations on dispatch center consolidations

Support Division

- Numerous Major Crime Investigations Completed. Major crime investigations undertaken and completed this year included a Gang Homicide Investigation on Hardcastle Ave., The Woodburn High School Arson case, the Officer Involved Shooting case on N. Fifth Street, and a high profile case of a priest accused of sex abuse, a gang shooting at Stonehenge and several other major persons crime cases.

- Increased “Drug House” Enforcement. Beginning with a longtime problem house on Wilson St. and including numerous problem drug houses throughout the City investigators were able to obtain search warrants and shut down properties that were causing livability problems.
- New Tall Grass Enforcement Method. Given the limited resources available to pay for cutting problem grass properties staff worked to prioritize those with the greatest livability impact, and to aggressively seek property owner resolution. These increased efforts led to a significant reduction in the amount and size of contract cuts required.
- Citizen Police Academy. Staff conducted another successful Citizen Police Academy that included citizens and business owners from the community. The six week program continues to be popular with all who attend and gain extra insight into the local criminal justice system.
- GREAT! Gang Resistance Education began operating in afterschool clubs this year and we were able to expand the number and variety of children served.

Patrol Division

- K-9 Teams Expanded Abilities and Narcotics K-9 Team Deployed. With the generous support of our community, the City has successfully trained and deployed a Narcotics K-9 team joining the two Patrol K-9 teams. The Narcotics K-9 has already had several significant recoveries of drugs. Two of our three K9 handlers and their dogs hosted and participated in a TAC Dogs course. This course teaches the handlers and their dogs how to work in a high stress environment. Additionally the skills taught to the handlers provide a significant way of controlling their dogs without the use of a leash at all times. To date, both of the WPD handler’s that attended this course are using the control technique and have seen significant gains in control and ability in their dogs. With the growth of the Canine unit (Three Dogs) the need for an accurate, consistent reporting system was paramount. In 2012 WPD purchased and has been using the K.A.T.S. (K9 Activity Tracking System). The use of the program provides the handler, department, city the ability to track any number of areas as well as integrate networking systems with other K9 units that use the same system.
- Added Tactical Services Unit (TSU) Capabilities. Two members of the TSU completed a Scout/Sniper school and qualified to operate as perimeter operators to help control tactical situations from distance. These members augment the team made up of Woodburn, Hubbard, and Mt. Angel police officers. TSU Medics also hosted the Tactical Combat Casualty Care (TCCC) course for area officers. This course is designed to provide the individual officer the skills necessary to effectively treat traumatic injuries that can and do occur not only on the battlefield, but in police operations. This course was taught by Army Special Forces Sergeant’s out of Washington State. All of these capabilities were tested throughout the year but especially on December 11, 2012 when TSU responded to the Clackamas Town Center to lend any assistance required during an Active Shooter incident that ultimately left three dead (one being the shooter) and one critically wounded. Upon arrival at the location TSU, along with OSP SWAT, FBI SWAT, and PPB SERT conducted high risk clearing of the entire CTC. All told, these units cleared over 1 million square feet of space while having to be 100% prepared to engage unknown threats, or rescue civilians still hiding within the CTC. After three hours of conducting this clearing work TSU and the other tactical teams completed the mission. With the lessons learned from this incident, WPD has began implementing and updating our response plans as well as continue to be a leader in our field to provide innovative ways to make our city safe.

- Expanded Local Partnerships. Our team worked to develop resources from local agencies. These partnerships were seen in action during the Woodburn High School Fire response and at other times throughout the year.
- Increased Training. The City increased the level of advanced training for supervisors and detectives, as well as obtained instructor status for several officers in required training areas. This allows us to conduct much of our state mandated in-service training in house.
- District Community Meetings/Community Outreach. District Meetings and increased Neighborhood Watch programs and community events including National Night Out and participation in the Historic Downtown Neighborhood Association. This year follow-ups to our Community Networking Meetings were conducted and support was provided to ongoing District Meetings.
- Personally Worn Cameras. After testing with the Traffic Unit the department deployed personally worn video cameras to the majority of patrol officers for evidence and community relations quality control. The cameras have proved invaluable in capturing events in the field and in resolving citizen complaints.
- CIT, CNU, and Mental Health Crisis. Local CIT (Crisis Intervention Team) worked with Marion County Team to address several persons in chronic mental health crisis. Developed additional officers as members of the Crisis Negotiation Unit (CNU) to support Tactical Service Unit (TSU) operations and to assist with people in mental health crisis.
- Developed emergency operational plans for active shooter situations at numerous high value target locations within Woodburn

Description of FY 2013-14 proposed focus/goals:

- Implement Department Strategic Plan
 - Review plan with City Council
 - Develop action items
 - Core Competency Focus:
 - Leadership at all levels
 - Continuous improvement
- Develop and manage response plans for I-5 Interchange construction
 - Participate in meetings with P/W, ODOT, and first responders
 - Develop operational plans for emergencies
 - Seek west side report writing “storefront” location
 - Evaluate and modify plans as necessary for public safety
- Maximize available police resources
 - Develop online/phone/mail-in self reporting modalities
 - Implement reduction in force (RIF) as dictated by budget
 - Implement enhanced policing functions as dictated by budget
 - Evaluate possible organizational changes
 - Make recommendations as necessary to maintain Patrol operations
- Develop plan for meeting emerging public/USDOJ expectations for law enforcement when responding to subjects in mental health crisis
 - Support operations of MCSO/SPD CIT (Crisis Intervention Team)

- Identify local professional support
- Attempt to locate resources to address individuals in crisis (outside of law enforcement response)
- Evaluate alternatives for local 24-7 CIT
- IBP (Information Based Policing)
 - Continue to Integrate IBP into daily patrol/CIU operations
 - Implement “E-Briefing” project for Patrol
 - Adjust program as necessary
- Increase Citizen Involvement in Policing Districts
 - Publicize and promote an “Annual Meeting” in each district to bolster support
 - Work with Neighborhood/Community to Support District Meetings
 - Conduct ongoing training and dialogue
 - Identify and support peer leadership
- Employee Development Program
 - Work with HR Department on Evaluation improvements
 - Staff Development
 - Honor Guard Development
 - CISM cohort for buddy officers
 - “Every officer a leader” Training
 - “Service, Support & Justice for Crime Victims” Training
- Gang Reduction Program
 - Conduct Routine Local Gang Enforcement
 - Track and respond to emerging gang issues
 - Provide training for Officers / Partner Agencies / Schools / Parents
 - Operate GREAT program
- Traffic Safety Projects
 - I-5 Construction zone traffic safety projects
 - Truck Inspections
 - Neighborhood Safety
 - Targeted Accident Reduction Details
 - Special Enforcement Details
- Emergency Management
 - Develop Strategic Plan for emergency management program
 - Encourage training for all City departments
 - Emergency Operations Center Training/Exercise
- Assist Legal Department with Police Related Ordinance Review and Proposals
 - Alarms
 - Chronic Nuisance Property
 - Ordinance 1900 Violations
 - Abandoned/Foreclosed Property

Department Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Police			
4,307,818	4,592,665	4,855,184	Personnel Services	5,109,155	5,109,155	
1,298,555	1,532,110	1,478,986	Materials & Services	1,425,307	1,425,307	
54,423	18,769	-	Capital Outlay	-	-	-
<hr/> 5,660,796	<hr/> 6,143,544	<hr/> 6,334,170	Police Total	<hr/> 6,534,462	<hr/> 6,534,462	<hr/> -

Department Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Department: 211 - Police							
Program: 2111 - Patrol							
Personnel Services							
22,368	52,786	1,161,032	5111	Regular Wages	2,932,358	2,932,358	
418,064	408,669	223,539	5111.000	Reg Sal Admin Wages	-	-	
1,967,490	2,025,982	1,266,752	5111.110	Reg Sal Field Services Wages	-	-	
218,974	253,051	143,208	5111.120	Reg Sal Support Wages	-	-	
-	4,915	-	5112	Part-Time Wages	27,312	27,312	
277,376	237,280	221,500	5121	Overtime	226,241	226,241	
2,853	1,029	2,208	5211	OR Workers' Benefit	1,239	1,239	
221,573	225,464	228,431	5212	Social Security	240,529	240,529	
585,905	657,653	735,231	5213	Med, Den, Life Ins.	747,792	747,792	
544,358	676,113	804,486	5214	Retirement	873,841	873,841	
9,338	9,877	12,003	5215	Long Term Disability Ins	11,893	11,893	
8,711	26,906	49,270	5216	Unemployment Insurance	41,417	41,417	
6,001	6,245	7,524	5217	Life Insurance	6,533	6,533	
4,283,009	4,585,970	4,855,184	Total - Personnel Services		5,109,155	5,109,155	
Materials & Services							
22	540	-	5311	Forms	-	-	
2,000	1,761	2,000	5313	Paper	1,000	1,000	
1,494	1,267	500	5314	Books	500	500	
7,541	8,000	8,000	5315	Computer Supplies	5,000	5,000	
6,984	6,902	7,000	5319	Other Office Supplies	6,575	6,575	
78,328	86,548	90,000	5323	Fuel	90,000	90,000	
29,580	31,905	35,000	5324	Clothing	25,000	25,000	
14,629	13,483	13,000	5329	Other Operating Supplies	11,650	11,650	
13,995	10,711	14,750	5337	Tires/Parts	10,000	10,000	
23,206	20,872	24,000	5351	Ammunition	21,500	21,500	
4,300	3,748	2,400	5352	Protective Clothing	2,400	2,400	
1,095	1,293	2,000	5353	Photographic Supplies	1,000	1,000	
14,371	4,588	5,300	5359	Other Police Supplies	5,300	5,300	
3,157	2,020	3,500	5399	Other Supplies	2,000	2,000	
-	-	5,000	5412	Legal	-	-	
13,156	11,653	22,000	5415	Computer	22,000	22,000	
2,179	3,750	4,000	5416	Medical	4,000	4,000	
2,187	5,948	6,000	5417	Human Resources	4,000	4,000	
11,700	11,253	5,000	5419	Other Professional Serv	4,500	4,500	
-	-	-	5420	Investigation Expenses	7,500	7,500	
25,652	30,272	25,000	5421	Telephone/Data	25,000	25,000	
11,872	6,889	11,000	5422	Postage	8,000	8,000	
1,023	357	1,000	5424	Advertising	1,000	1,000	
11,444	12,768	13,000	5426	Contract Networks	13,000	13,000	
192,920	222,857	201,112	5428	IS Support	204,150	204,150	
340,961	401,502	340,637	5429	Other Communication Serv	352,812	352,812	
5,637	3,575	7,000	5431	Lodging	6,000	6,000	
4,788	1,881	4,000	5432	Meals	3,500	3,500	
366	496	250	5433	Mileage	500	500	
864	1,539	4,000	5434	Airfare	4,000	4,000	
339	996	1,000	5439	Other Travel	2,000	2,000	
3,581	3,239	2,500	5443	Office Equipment	2,500	2,500	
122,947	135,900	120,000	5444	Vehicles	129,600	129,600	
154,854	189,609	154,279	5448	Internal Rent	164,720	164,720	
900	626	900	5452	Water/Sewer	900	900	

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Department: 211 - Police							
Program: 2111 - Patrol							
13,750	-	14,000	5461	Auto Insurance	-	-	
22,200	-	23,000	5463	Bldg/Personal Prop	-	-	
-	125,569	125,569	5464	Workers' Comp	98,052	98,052	
49,000	82,289	82,289	5465	General Liability	93,148	93,148	
23,234	6,386	12,000	5471	Equipment Repair & Maint	10,500	10,500	
38,653	43,883	47,000	5475	Vehicle Repair & Maint	47,000	47,000	
2,913	3,000	7,000	5491	Dues & Subscriptions	7,000	7,000	
18,628	18,953	18,000	5492	Registrations/Tuitions	14,000	14,000	
4,770	4,328	5,000	5493	Printing/Binding	4,000	4,000	
6,095	3,059	-	5494	Janitorial	-	-	
11,240	5,916	10,000	5499	Other Services	10,000	10,000	
1,298,555	1,532,130	1,478,986	Total - Materials & Services		1,425,307	1,425,307	
Capital Outlay							
54,423	18,769	-	5649	Other Equipment	-	-	
54,423	18,769	-	Total - Capital Outlay		-	-	
5,635,987	6,136,869	6,334,170	Program Total: 2111 - Patrol		6,534,462	6,534,462	
Program: 2199 - Police Administration							
Personnel Services							
18,019	4,546	-	5111	Regular Wages	-	-	
6	1	-	5211	OR Workers' Benefit	-	-	
1,385	350	-	5212	Social Security	-	-	
2,295	530	-	5213	Med, Den, Life Ins.	-	-	
2,945	1,202	-	5214	Retirement	-	-	
67	17	-	5215	Long Term Disability Ins	-	-	
53	40	-	5216	Unemployment Insurance	-	-	
40	10	-	5217	Life Insurance	-	-	
24,809	6,695	-	Total - Personnel Services		-	-	
Materials & Services							
-	(20)	-	5491	Dues & Subscriptions	-	-	
-	(20)	-	Total - Materials & Services		-	-	
24,809	6,675	-	Program Total: 2199 - Police Administration		-	-	
5,660,796	6,143,544	6,334,170	Department Total: 211 - Police		6,534,462	6,534,462	

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Library

Fund/Fund Number: General - 001
Department/Department Number: Library - 311
Department Director: Jim Row

Description of purpose/functions of department:

The Library offers materials and services to the residents of Woodburn and the surrounding rural areas. The Library features a collection of roughly 75,000 volumes in a variety of print and electronic formats, and circulates them locally and throughout Polk, Yamhill and Marion Counties via its membership in the Chemeketa Cooperative Regional Library Service. Library operations focus on two main areas: the processing, handling, and circulation of books, magazines, DVDs, and other library materials; and the selection of materials, provision of ready-reference and research support, and the delivery of programs and other content. The Library division is led by the Library Manager.

Description of department, including number of personnel:

The Library is staffed by both full and part time employees (9.5 FTE), including the Library Manager and four full-time program leads (Adult Services Librarian, Youth Services Librarian, Technical Services Library Associate, Circulation Library Assistant) and numerous part-time Librarians, Library Assistants, and Library Pages.

Description of FY 2012-13 accomplishments:

In the last fiscal year, the Library delivered materials, programs and services to more than 178,200 people and circulated approximately 165,000 items from its collections. Almost 9,400 people attended a Library program, more than 48,000 people used a Library Internet computer, and almost 27,000 people asked a question at the reference desk. Several of these measurements declined compared to the prior year due to the reduction in open hours.

Description of FY 2013-14 proposed focus/goals:

- Update Library policies, including creation of a Woodburn Public Library specific circulation policy manual and a division-specific employee manual.
- Enhance library building, including cosmetic improvements to Carnegie and Multi-purpose rooms, installation of a permanent library history display, and cost-neutral establishment of a coffee concession
- Create online portal for City historic photograph collection

Department Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
662,367	651,736	619,230	Library			
398,663	388,704	367,867	Personnel Services	557,426	557,426	
			Materials & Services	356,060	356,060	
1,061,030	1,040,440	987,097	Library Total	913,486	913,486	-

Department Detail

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Department: 311 - Library						
Program: 3111 - Childrens Services						
Materials & Services						
3,000	3,726	4,000	5342.001 Juvenile Fiction	3,000	3,000	
6,300	5,024	5,300	5342.002 Juvenile Easy	3,800	3,800	
2,700	2,700	2,700	5342.003 Juvenile Non Fiction	2,700	2,700	
4,000	4,000	5,000	5342.005 Young Adult	4,000	4,000	
2,500	2,241	2,500	5343 Foreign Language Material	2,500	2,500	
675	478	675	5345.001 Audio	675	675	
1,610	568	950	5345.002 Visual	950	950	
4,398	4,505	4,516	5347 Program Supplies	4,516	4,516	
2,150	2,055	2,150	5348 Periodicals	2,150	2,150	
27,333	25,297	27,791	Total - Materials & Services	24,291	24,291	
27,333	25,297	27,791	Program Total: 3111 - Childrens Services	24,291	24,291	
Program: 3121 - Adult Services						
Materials & Services						
11,095	17,092	13,095	5341.001 Fiction	15,095	15,095	
9,644	10,724	13,790	5341.002 Non Fiction	7,790	7,790	
6,100	5,596	6,100	5343 Foreign Language Material	5,100	5,100	
9,000	4,990	7,000	5344 Large Print Materials	6,000	6,000	
3,300	3,292	5,300	5344.003 Audiobooks	5,300	5,300	
4,624	7,730	8,825	5345 Audio Video Materials	9,825	9,825	
3,201	-	-	5345.002 Visual	-	-	
3,562	1,828	1,035	5347 Program Supplies	2,035	2,035	
-	-	5,175	5347.001 Program Supplies - Music in the Parl	5,175	5,175	
4,880	2,281	3,280	5348 Periodicals	3,380	3,380	
55,406	53,533	63,600	Total - Materials & Services	59,700	59,700	
55,406	53,533	63,600	Program Total: 3121 - Adult Services	59,700	59,700	
Program: 3131 - Technical Services						
Materials & Services						
12,928	8,957	9,000	5399 Other Supplies	6,000	6,000	
12,928	8,957	9,000	Total - Materials & Services	6,000	6,000	
12,928	8,957	9,000	Program Total: 3131 - Technical Services	6,000	6,000	
Program: 3199 - Library Administration						
Personnel Services						
348,708	328,812	268,039	5111 Regular Wages	270,918	270,918	
160,973	148,089	137,325	5112 Part-Time Wages	127,726	127,726	
4	-	-	5121 Overtime	-	-	
348	318	303	5211 OR Workers' Benefit	285	285	
37,934	35,462	62,253	5212 Social Security	30,478	30,478	
62,795	66,582	54,462	5213 Med, Den, Life Ins.	49,066	49,066	
47,992	66,247	88,714	5214 Retirement	71,992	71,992	
1,319	1,220	864	5215 Long Term Disability Ins	1,167	1,167	
1,504	4,284	6,689	5216 Unemployment Insurance	5,183	5,183	
791	721	581	5217 Life Insurance	611	611	
662,367	651,736	619,230	Total - Personnel Services	557,426	557,426	

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget		Account Description	Proposed	Approved	Adopted
				Materials & Services			
7,478	8,480	2,500	5399	Other Supplies	2,500	2,500	
1,391	2,876	1,415	5419	Other Professional Serv	1,415	1,415	
2,781	3,287	2,590	5421	Telephone/Data	3,590	3,590	
3,218	313	230	5422	Postage	1,230	1,230	
611	483	633	5424	Advertising	633	633	
91,171	94,321	80,410	5428	IS Support	100,800	100,800	
215	197	300	5432	Meals	300	300	
142	186	200	5433	Mileage	200	200	
1,405	1,497	-	5439	Other Travel	1,500	1,500	
1,900	2,011	400	5443	Office Equipment	2,400	2,400	
170,810	145,026	115,560	5448	Internal Rent	117,145	117,145	
5,500	-	-	5463	Bldg/Personal Prop	-	-	
-	12,683	12,683	5464	Workers' Comp	9,904	9,904	
4,500	15,985	15,985	5465	General Liability	12,482	12,482	
3,693	572	-	5471	Equipment Repair & Maint	3,850	3,850	
267	11,490	700	5472	Buildings Repairs & Maint	2,100	2,100	
2,083	-	31,350	5472.001	Fixture Repair	3,500	3,500	
322	214	500	5491	Dues & Subscriptions	400	400	
945	603	1,020	5492	Registrations/Tuitions	1,120	1,120	
4,564	693	1,000	5499.001	Reg Lib Sv	1,000	1,000	
302,995	300,917	267,476		Total - Materials & Services	266,069	266,069	
965,362	952,653	886,706		Program Total: 3199 - Library Administration	823,495	823,495	
1,061,030	1,040,440	987,097		Department Total: 311 - Library	913,486	913,486	

Materials & Services were reduced \$20,000 for the library, as a cost saving measure. These savings reflected a decrease in the purchase of new materials in multiple programs.

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Recreation

Fund/Fund Number: General - 001
Department/Department Number: Recreation - 421
Department Director: Jim Row

Description of purpose/functions of department:

Recreation Department offers community-wide recreational opportunities including after school programs, youth and adult sports, community events, mentoring and youth leadership programs, summer day camp, active adult trips, and oversees the operation of the Woodburn Historical Museum.

Description of department, including number of personnel:

The division consists of 1 full-time Recreation Manager and over 30 part time and seasonal staff that directly supervise programs, activities, and sports.

Description of FY 2012-13 accomplishments:

- Successfully implemented Woodburn Summer Nights Sponsorship program generating over \$10,000 in new revenue.
- Received over \$2,600 from National Police Activities League Grants to support Mentoring programs.
- Received AmeriCorps grant that provides one FTE for 11 months. City's match is \$9,000.
- Received \$1,000 Woodburn Together mini-grant to fund recreation scholarships.
- Received \$1,000 Woodburn Together mini-grant to fund Gang Resistance Education and Training (GREAT) recreation staffing and supplies.
- Launched new programs: Mother-Son Bowling Event, Doggy Easter Treat Hunt, and Community Education Classes.

Description of FY 2013-14 proposed focus/goals:

- Explore opportunities to expand program development staffing with the objective of continue the recreation program expansion especially in arts and culture.
- Continue to be involved in after school program sustainability projects with the local sustainability team and Boys & Girls Club
- Continue to develop state-wide partnerships within ORPA, SPRINT, and ORASK
- Continue to grow sponsorship programs including the Recreation & Aquatic Scholarship Fund.
- Analyze adult fee based programs to ensure their sustainability with a goal of generating 30% revenue over expenditures.

Department Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Recreation			
232,764	213,075	290,437	Personnel Services	248,670	248,670	
257,662	178,963	187,688	Materials & Services	162,960	162,960	
490,426	392,038	478,125	Recreation Total	411,630	411,630	-

Department Detail

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Department: 421 - Recreation						
Materials & Services						
Program: 7423 - Teen Programs						
Personnel Services						
-	4	-	5211 OR Workers' Benefit	-	-	-
-	278	-	5212 Social Security	-	-	-
-	33	-	5216 Unemployment Insurance	-	-	-
-	315	-	Total - Personnel Services	-	-	-
Materials & Services						
1,920	2,912	-	5419.404 PAL Grant	-	-	-
1,920	2,912	-	Total - Materials & Services	-	-	-
1,920	3,227	-	Program Total: 7423 - Teen Programs	-	-	-
Program: 7424 - Summer Day Camp						
Materials & Services						
(18)	-	-	5329.401 Program Supplies-Youth	-	-	-
-	(195)	-	5419.402 Contract Services-Youth	-	-	-
(18)	(195)	-	Total - Materials & Services	-	-	-
(18)	(195)	-	Program Total: 7424 - Summer Day Camp	-	-	-
Program: 7429 - Rec Administration						
Personnel Services						
75,497	70,386	86,604	5111 Regular Wages	75,847	75,847	
1,790	-	-	5112 Part-Time Wages	12,212	12,212	
4,819	4,754	6,530	5112.010 Youth Sports	7,771	7,771	
27,398	16,291	21,428	5112.020 Adult Sports	21,303	21,303	
20,245	18,400	27,192	5112.040 Summer Day Camp	19,293	19,293	
56,292	54,654	72,831	5112.050 After School Club	49,168	49,168	
11	-	-	5112.060 Arts & Culture	1,669	1,669	
1,031	344	916	5112.070 Active Adult	954	954	
-	441	-	5121 Overtime	-	-	
293	176	646	5211 OR Workers' Benefit	182	182	
15,313	13,775	17,060	5212 Social Security	14,596	14,596	
16,384	16,907	20,957	5213 Med, Den, Life Ins.	18,875	18,875	
12,534	14,590	32,027	5214 Retirement	23,844	23,844	
352	267	348	5215 Long Term Disability Ins	312	312	
595	1,615	3,680	5216 Unemployment Insurance	2,481	2,481	
210	159	218	5217 Life Insurance	163	163	
232,764	212,760	290,437	Total - Personnel Services	248,670	248,670	
Materials & Services						
18,189	15,564	16,000	5329.100 Events	15,000	15,000	
17,715	16,972	21,000	5329.200 Youth Sports	15,000	15,000	
7,400	12,500	9,000	5329.300 Adult Sports	9,000	9,000	
11,774	3,856	3,600	5329.400 Summer Day Camp	4,600	4,600	
71,835	-	-	5329.405 Fiesta Services	-	-	
14,965	-	-	5329.410 Wbn Reads Grant	-	-	
5,382	759	1,000	5329.500 After School Club	1,000	1,000	
24,704	21,850	24,892	5329.600 Rec Admin	24,142	24,142	
254	-	2,500	5329.700 Arts & Culture	2,500	2,500	
11,621	10,914	7,000	5329.800 Active Adult	7,000	7,000	
3,543	2,575	2,500	5329.900 Museum	2,500	2,500	
-	-	-	5409.582 Garage Services	750	750	
-	1,839	-	5419 Other Professional Serv	-	-	

FY 2010-11	FY 2011-12	FY 2012-13		FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description	Proposed	Approved	Adopted
			Department: 421 - Recreation			
34,224	36,097	56,700	5419.101 Contract Svcs Teen Center	50,000	50,000	
23,105	26,407	14,000	5419.404 PAL Grant	-	-	
11,051	15,720	13,402	5428 IS Support	18,900	18,900	
-	4,903	4,903	5464 Workers' Comp	3,829	3,829	
-	6,288	11,191	5465 General Liability	8,739	8,739	
255,760	176,245	187,688	Total - Materials & Services	162,960	162,960	
488,524	389,005	478,125	Program Total: 7429 - Rec Administration	411,630	411,630	
490,426	392,036	478,125	Department Total: 421 - Recreation	411,630	411,630	

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Aquatics Center

Fund/Fund Number: General - 001
Department/Department Number: Aquatic Center – 431
Department Director: Jim Row

Description of purpose/functions of department:

The Woodburn Aquatic Center offers fitness, recreational, and learn to swim programs for individuals of all ages to the Woodburn community and visitors. Facility amenities include a ten lane swimming pool with water slide, rope swing, group exercise room, party rental room, basketball hoop, wading pool, spa, fitness equipment, and saunas.

Description of department, including number of personnel:

One full-time position leads staff of 25-40 part-time employees

Description of FY 2012-13 accomplishments:

- Completed several successful marketing promotions
- Increased revenue considerably; through February, revenues up nearly 25%
- Invested nearly \$30,000 in equipment maintenance and repair

Description of FY 2013-14 proposed focus/goals:

- Achieve a 50% cost recovery rate or higher to increase sustainability
- Continue to improve efficiencies to reduce expenses
- Increase revenue through strategic marketing planning & programming

Department Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Aquatics Center			
280,176	201,487	257,760	Personnel Services	272,732	272,732	
390,313	257,085	254,279	Materials & Services	220,295	220,295	
670,489	458,572	512,039	Aquatics Center Total	493,027	493,027	-

Department Detail

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Department: 431 - Aquatics						
Program: 7416 - Concessions						
Materials & Services						
(45)	-	-	5391 Inventory Stock	-	-	
(45)	-	-	Total - Materials & Services	-	-	
(45)	-	-	Program Total: 7416 - Concessions	-	-	
Program: 7419 - Aquatics Administration						
Personnel Services						
71,006	41,618	45,135	5111 Regular Wages	48,190	48,190	
40,742	21,868	31,000	5112.011 Instruction Wages	29,661	29,661	
95,801	99,673	115,000	5112.012 Lifeguarding Wages	79,381	79,381	
25,623	754	-	5112.013 Cashiering Wages	-	-	
1,356	-	10,000	5112.014 Administration Wages	22,195	22,195	
-	6,752	7,000	5112.015 Custodial Wages	-	-	
-	-	1,000	5112.016 Water Fitness Instructor Wages	12,373	12,373	
-	-	-	5112.017 Head Lifeguard Wages	27,200	27,200	
10	-	-	5121 Overtime	-	-	
277	225	493	5211 OR Workers' Benefit	279	279	
17,916	12,852	12,786	5212 Social Security	16,754	16,754	
10,358	7,108	17,864	5213 Med, Den, Life Ins.	13,336	13,336	
16,077	8,901	14,429	5214 Retirement	20,207	20,207	
196	129	181	5215 Long Term Disability Ins	202	202	
697	1,527	2,758	5216 Unemployment Insurance	2,847	2,847	
118	79	114	5217 Life Insurance	107	107	
280,176	201,487	257,760	Total - Personnel Services	272,732	272,732	
Materials & Services						
2,052	1,690	2,000	5326 Safety/Medicines	800	800	
11,049	14,855	14,500	5327 Chemicals	13,000	13,000	
7,768	9,577	8,500	5329 Other Operating Supplies	16,500	16,500	
-	-	-	5390 Merchandise	8,000	8,000	
20,917	8,558	14,500	5391 Inventory Stock	8,000	8,000	
17,395	8,107	10,000	5399 Other Supplies	-	-	
122,806	62,468	30,000	5419 Other Professional Serv	20,000	20,000	
-	282	1,000	5421 Telephone/Data	800	800	
9,681	9,207	11,000	5424 Advertising	5,000	5,000	
4,011	5,523	6,500	5427 Training	6,500	6,500	
11,051	5,540	4,467	5428 IS Support	6,300	6,300	
177,552	-	-	5448 Internal Rent	-	-	
-	36,437	38,500	5451 Natural Gas	38,000	38,000	
-	58,233	60,000	5453 Electricity	60,000	60,000	
-	1,368	1,500	5454 Solid Waste Disposal	1,200	1,200	
-	3,843	3,843	5464 Workers' Comp	3,001	3,001	
-	9,469	9,469	5465 General Liability	7,394	7,394	
-	21,246	37,500	5471 Equipment Repair & Maint	25,000	25,000	
1,148	684	1,000	5491 Dues & Subscriptions	800	800	
4,926	-	-	5499 Other Services	-	-	
390,358	257,085	254,279	Total - Materials & Services	220,295	220,295	
670,534	458,572	512,039	Program Total: 7419 - Aquatics Administration	493,027	493,027	
670,489	458,572	512,039	Department Total: 431 - Aquatics	493,027	493,027	

Retired and Senior Volunteer Program (RSVP)

Fund/Fund Number: General - 001
Department/Department Number: RSVP - 481
Department Director: Jim Row

Description of purpose/functions of department:

This program creates meaningful volunteer opportunities for individuals aged 55 and older to contribute their skills and experience in their community through volunteer service. The Retired and Senior Volunteer Program recruits program participants, develops volunteer worksites, and orients volunteers. The RSVP program is funded with a grant from the Corporation for National and Community Service and requires a 30% local match.

Description of department, including number of personnel:

The department will be supported by the Community Relations Officer for .5 FTE in FY 2013-14. There was a part-time project manager in prior years.

Description of FY 2013-14 proposed focus/goals:

- Maintain current level of volunteers in our focus areas of Healthy Futures, Economic Development, & Education; with the recruitment of additional volunteers for placement sites within those focus areas.
- Remain in compliance with all grant requirements to maintain current level of federal funding.
- Develop additional volunteer placement site opportunities within the focus areas.
- Recruit new RSVP volunteers to the program in support of placement sites in our focus areas.

Description of major difference(s) between FY 2011-12 and FY 2013-14:

RSVP is a separate fund through FY 2012-13, but will be merged into the General Fund in FY 2013-14. See RSVP Fund – 138 on page 147 for information on prior years.

Department Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
-	-	-	RSVP			
-	-	-	Personnel Services	55,922	55,922	
-	-	-	Materials & Services	12,660	12,660	
-	-	-	RSVP Total	68,582	68,582	-

Department Detail

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Department: 481 - RSVP						
Personnel Services						
-	-	-	5111 Regular Wages	38,011	38,011	
-	-	-	5112 Part-Time Wages	1	1	
-	-	-	5211 OR Workers' Benefit	19	19	
-	-	-	5212 Social Security	2,910	2,910	
-	-	-	5213 Med, Den, Life Ins.	4,629	4,629	
-	-	-	5214 Retirement	9,615	9,615	
-	-	-	5215 Long Term Disability Ins	158	158	
-	-	-	5216 Unemployment Insurance	496	496	
-	-	-	5217 Life Insurance	83	83	
-	-	-	Total - Personnel Services	55,922	55,922	
Materials & Services						
-	-	-	5319 Other Office Supplies	2,000	2,000	
-	-	-	5329 Other Operating Supplies	1,000	1,000	
-	-	-	5421 Telephone/Data	254	254	
-	-	-	5422 Postage	200	200	
-	-	-	5428 IS Support	3,150	3,150	
-	-	-	5433 Mileage	1,100	1,100	
-	-	-	5439 Other Travel	1,500	1,500	
-	-	-	5464 Workers' Comp	559	559	
-	-	-	5465 General Liability	736	736	
-	-	-	5469 Other Insurance Costs	900	900	
-	-	-	5492 Registrations/Tuitions	-	-	
-	-	-	5493 Printing/Binding	1,261	1,261	
-	-	-	Total - Materials & Services	12,660	12,660	
-	-	-	Department Total: 481 - RSVP	68,582	68,582	

Community Services Administration

Fund/Fund Number: General - 001
Department/Department Number: Community Svc. Admin. - 499
Department Director: Jim Row

Description of purpose/functions of department:

It is the mission of the Community Services Department to build a strong sense of community and improve the quality of life for all Woodburn residents, by providing an excellent system of parks, open spaces, facilities and leisure services, and a strong collection of informational materials, opportunities for lifelong learning and by promoting community-wide literacy.

Description of department, including number of personnel:

The Department oversees approximately 40 FTE, and is responsible for operating recreation programs and special events, the Aquatic Center, Public Library, Transit program, Retired and Senior Volunteer Program (RSVP), the community relations program, and park planning and development.

Description of FY 2012-13 accomplishments:

- Played a supporting role in operating the 2012 Woodburn Fiesta Mexicana in partnership with the Chamber of Commerce
- Completed the archeologically themed playground at Legion Park
- Assumed responsibility for the Transit program

Description of FY 2013-14 proposed focus/goals:

- Update Park SDC Methodology
- Update Legion Park Master Plan
- Acquire funding for and complete Legion Park restroom/picnic pavilion

Department Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Community Services Administration			
258,203	273,650	234,333	Personnel Services	195,275	195,275	
106,029	122,251	103,074	Materials & Services	113,883	113,883	
364,232	395,901	337,407	Community Services Admin Total	309,158	309,158	-

Please note the Personnel Services classification is low for this department because the FTE costs are allocated among various departments and funds. Please see Personnel Allocation chart on page 242 for clarification.

Department Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Department: 499 - Community Services Admin							
Program: 7991 - Community Service Admin							
Personnel Services							
184,473	188,012	154,879	5111	Regular Wages	129,698	129,698	
4	-	-	5121	Overtime	-	-	
73	70	63	5211	OR Workers' Benefit	47	47	
13,995	14,291	11,848	5212	Social Security	9,858	9,858	
30,555	31,387	26,159	5213	Med, Den, Life Ins.	19,112	19,112	
27,512	37,086	37,815	5214	Retirement	34,062	34,062	
660	728	623	5215	Long Term Disability Ins	531	531	
538	1,645	2,556	5216	Unemployment Insurance	1,687	1,687	
393	432	390	5217	Life Insurance	280	280	
258,203	273,650	234,333	Total - Personnel Services		195,275	195,275	
Materials & Services							
44	-	-	5311	Forms	-	-	
800	349	850	5313	Paper	850	850	
210	612	1,000	5315	Computer Supplies	1,000	1,000	
1,365	1,690	2,000	5319	Other Office Supplies	2,000	2,000	
-	-	10,000	5411	Engineering & Architect	10,000	10,000	
410	-	300	5417	Human Resources	300	300	
15,149	14,878	12,266	5419	Other Professional Serv	12,266	12,266	
2,225	2,387	1,800	5421	Telephone/Data	1,800	1,800	
6,928	6,597	6,500	5422	Postage	6,500	6,500	
16,577	13,100	9,934	5428	IS Support	12,600	12,600	
224	530	600	5431	Lodging	600	600	
232	27	200	5432	Meals	200	200	
278	188	500	5433	Mileage	500	500	
5,388	4,115	4,000	5443	Office Equipment	4,000	4,000	
39,302	51,666	30,851	5448	Internal Rent	34,566	34,566	
-	4,201	4,201	5464	Workers' Comp	3,280	3,280	
-	2,972	2,972	5465	General Liability	2,321	2,321	
463	355	600	5491	Dues & Subscriptions	600	600	
1,148	655	1,000	5492	Registrations/Tuitions	1,000	1,000	
15,196	17,929	13,500	5493	Printing/Binding	19,500	19,500	
90	-	-	5499	Other Services	-	-	
106,029	122,251	103,074	Total - Materials & Services		113,883	113,883	
364,231	395,900	337,407	Program Total: 7991 - Community Svcs Admin		309,158	309,158	
364,231	395,900	337,407	Department Total: 499 - Community Svcs Admin		309,158	309,158	

Planning

Fund/Fund Number: General - 001
Department/Department Number: Planning - 511
Department Director: Jim Hendryx

Description of purpose/functions of department:

This program administers the Woodburn Comprehensive Plan and the Woodburn Development Ordinance. The Comprehensive Plan establishes the long-term land use vision for the community while the Development Ordinance implements the community's vision through land use standards. Both the Comprehensive Plan and Development Ordinance conform to State Statutes. The Woodburn Comprehensive Plan establishes the community's land use policies, while the Development Code establishes standards for development, including subdivision, sign, site development requirements and other related items.

Description of department, including number of personnel:

The division consists of 2.70 FTE, which includes the Economic and Development Services Director, Associate Planner & Administrative Assistant (.70 FTE).

Description of FY 2012-13 accomplishments:

- Completed review and update of the Woodburn Development Ordinance
- Completed Hwy 99E corridor study, including adoption of amendments to the Woodburn Comprehensive Plan and Woodburn Development Ordinance
- Continued to update and implement the Economic Development Program
- Continued to update and administer the Enterprise Zone Program
- Continued to update and administer the Business Assistance Loan Program
- Continued to support the Oregon Main Street Program for downtown Woodburn
- Implemented the Mural Pilot program

Description of FY 2013-14 proposed focus/goals:

- Promote Woodburn's Economic Development Program through public outreach
- Promote Woodburn's Enterprise Zone Program through public outreach
- Continue to support Downtown Woodburn Unidos in the implementation of the Oregon Main Street Program
- Support the Public Art Mural Committee through development of procedures and training. Work with property owners in the successful implementation of the Mural Program
- Continue to implement the Woodburn Comprehensive Plan
- Continue to work with property owners with re-development plans at the I-5 Interchange

Department Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Planning			
304,147	277,727	306,205	Personnel Services	312,705	312,705	
54,158	57,574	61,027	Materials & Services	51,861	51,861	
358,305	335,301	367,232	Planning Total	364,566	364,566	-

Please note the Personnel Services classification is low for this department because the FTE costs are allocated among various departments and funds. Please see Personnel Allocation chart on page 242 for clarification.

Department Detail

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Department: 511 - Planning						
Program: 5811 - Planning						
Personnel Services						
216,243	185,248	196,611	5111 Regular Wages	205,716	205,716	
-	2,301	-	5112 Part-Time Wages	-	-	
8	-	-	5121 Overtime	-	-	
75	72	86	5211 OR Workers' Benefit	84	84	
16,038	13,856	15,041	5212 Social Security	15,644	15,644	
36,604	38,815	40,704	5213 Med, Den, Life Ins.	33,473	33,473	
33,229	34,615	49,234	5214 Retirement	53,818	53,818	
831	693	790	5215 Long Term Disability Ins	850	850	
628	1,720	3,244	5216 Unemployment Insurance	2,674	2,674	
492	408	495	5217 Life Insurance	446	446	
304,147	277,727	306,205	Total - Personnel Services	312,705	312,705	
Materials & Services						
-	-	-	5315 Computer Supplies	-	-	
4,235	2,994	4,400	5319 Other Office Supplies	4,400	4,400	
208	177	500	5323 Fuel	500	500	
-	-	100	5416 Medical	100	100	
10,752	3,266	9,000	5419 Other Professional Serv	-	-	
738	661	1,000	5421 Telephone/Data	1,000	1,000	
1,956	1,146	3,000	5422 Postage	3,000	3,000	
219	500	1,000	5424 Advertising	1,000	1,000	
228	-	900	5425 Publication of Legal Note	900	900	
16,577	16,577	13,168	5428 IS Support	15,750	15,750	
-	-	250	5429 Other Communication Serv	250	250	
63	31	100	5433 Mileage	100	100	
21	37	150	5439 Other Travel	150	150	
15,321	21,356	14,624	5448 Internal Rent	14,009	14,009	
300	-	300	5461 Auto Insurance	-	-	
-	4,596	4,596	5464 Workers' Comp	3,589	3,589	
2,150	4,839	4,839	5465 General Liability	4,013	4,013	
4	-	300	5475 Vehicle Repair & Maint	300	300	
760	1,235	1,500	5492 Registrations/Tuitions	1,500	1,500	
42	-	300	5493 Printing/Binding	300	300	
584	159	1,000	5499 Other Services	1,000	1,000	
54,158	57,574	61,027	Total - Materials & Services	51,861	51,861	
358,305	335,301	367,232	Program Total: 5811 - Planning	364,566	364,566	
358,305	335,301	367,232	Department Total: 511 - Planning	364,566	364,566	

Parks Maintenance

Fund/Fund Number: General - 001
Department/Department Number: Maintenance (Parks) - 681
Department Director: Dan Brown

Description of purpose/functions of department:

The Parks & Grounds maintenance staff is responsible for the maintenance of parks and grounds totaling 40 sites and 145 acres in Woodburn. The Parks and Grounds Maintenance staff has been merged with the Building Maintenance staff under the Facilities Maintenance Section. The Facilities Maintenance Section supervisor will report to the Public Works Director.

Description of department, including number of personnel:

This section consists of a supervisor and 3 parks maintenance utility workers. There are 3.5 FTE.

Description of FY 2012-13 accomplishments:

Established a minimal level of service to meet the budgetary reductions established in this fiscal year. No public or employee safety or hygiene deficiencies have been identified due to operating at a minimal service level for parks maintenance. Accomplishments include:

- Facilitate Athletic Field Maintenance Service Contracts
- Maintain 16 Parks, 10 Grounds, and 3 linear parkways
- Utilization of Central Controller for Irrigation Systems in Parks and Grounds
- Support for Special Events
- Graffiti/vandalism response to City Parks and buildings
- Oversee contract work in the Park and Grounds
- Support Recreation programs
- Certified Playground Safety program
- Facility Rental maintenance
- Utilize Succeed Health & Safety services
- Better communication with customers and staff

Description of FY 2013-14 proposed focus/goals:

Continue to provide minimal level of service due to budgetary limitations. Closely monitor public and employee safety and hygiene to insure basic public facilities requirements are provided.

Department Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Parks Maintenance			
395,853	376,571	280,445	Personnel Services	275,798	275,798	
170,610	185,809	245,925	Materials & Services	244,323	244,323	
566,463	562,380	526,370	Parks Maintenance Total	520,121	520,121	-

Department Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Department: 631 - Maintenance							
Program: 7611 - Park Maintenance							
Personnel Services							
263,328	259,988	179,165	5111	Regular Wages	181,685	181,685	
11,252	-	-	5112	Part-Time Wages	-	-	
7,120	2,004	7,500	5121	Overtime	-	-	
144	137	150	5211	OR Workers' Benefit	119	119	
19,633	19,323	14,280	5212	Social Security	13,896	13,896	
58,841	46,556	33,646	5213	Med, Den, Life Ins.	35,612	35,612	
33,180	44,772	41,404	5214	Retirement	40,950	40,950	
988	943	750	5215	Long Term Disability Ins	771	771	
783	2,292	3,080	5216	Unemployment Insurance	2,362	2,362	
584	557	470	5217	Life Insurance	403	403	
395,853	376,571	280,445	Total - Personnel Services		275,798	275,798	
Materials & Services							
208	301	225	5315	Computer Supplies	225	225	
575	306	500	5319	Other Office Supplies	500	500	
1,915	300	2,250	5321	Cleaning Supplies	2,250	2,250	
12,104	13,209	12,000	5323	Fuel	12,000	12,000	
1,409	879	1,150	5324	Clothing	1,150	1,150	
1,174	496	1,500	5325	Ag Supplies	1,500	1,500	
682	557	1,500	5326	Safety/Medicines	1,500	1,500	
638	474	500	5329	Other Operating Supplies	500	500	
4,926	2,780	2,700	5331	Construction Materials	2,200	2,200	
-	-	500	5333	Paint	500	500	
-	-	500	5334	Plumbing Supplies	1,000	1,000	
-	-	500	5335	Electrical Supplies	500	500	
1,689	568	1,500	5338	Tools	1,500	1,500	
280	1,496	2,000	5339	Other Maintenance Supplie	2,000	2,000	
1,500	1,089	1,500	5352	Protective Clothing	1,500	1,500	
359	-	-	5361	Road Materials	-	-	
-	-	1,500	5363	Signs	1,500	1,500	
1,903	1,430	5,000	5381	Turf	5,000	5,000	
496	-	500	5382	Flowering Plants	500	500	
368	-	500	5383	Shrubs	500	500	
368	6,694	-	5384	Trees	-	-	
2,000	2,080	5,000	5385	Fertilizer	5,500	5,500	
254	792	1,500	5389	Other Parks Supplies	1,500	1,500	
466	662	700	5392	Security Supplies	700	700	
-	-	-	5409.582	Garage Services	29,074	29,074	
267	117	300	5416	Medical	300	300	
60,090	49,892	75,000	5419	Other Professional Serv	71,926	71,926	
2,276	2,470	2,800	5421	Telephone/Data	2,800	2,800	
2,402	1,153	2,200	5427	Training	2,200	2,200	
8,288	8,288	8,934	5428	IS Support	12,600	12,600	
2,531	3,752	2,000	5445	Work Equipment	2,500	2,500	
-	1,917	2,125	5446	Software Licenses	2,125	2,125	
1,756	1,033	1,500	5451	Natural Gas	1,500	1,500	
18,006	18,443	15,000	5453	Electricity	15,000	15,000	
10,010	9,486	13,000	5454	Solid Waste Disposal	11,000	11,000	
2,300	-	2,300	5461	Auto Insurance	-	-	
4,720	-	-	5463	Bldg/Personal Prop	-	-	

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget		Account Description	Proposed	Approved	Adopted
Department: 631 - Maintenance							
-	9,005	9,005	5464	Workers' Comp	7,032	7,032	
3,200	12,736	12,736	5465	General Liability	11,741	11,741	
12,588	10,788	39,000	5471	Equipment Repair & Maint	19,000	19,000	
194	1,577	2,000	5472	Buildings Repairs & Maint	2,000	2,000	
501	-	2,000	5473	Improvements Repair & Mai	2,000	2,000	
-	14,749	1,000	5474	Structures Repair & Maint	1,000	1,000	
5,735	5,510	7,000	5475	Vehicle Repair & Maint	2,000	2,000	
1,561	-	3,000	5478	Playground Repair & Maint	3,000	3,000	
400	732	800	5492	Registrations/Tuitions	800	800	
471	47	700	5499	Other Services	700	700	
170,610	185,809	245,925	Total - Materials & Services		244,323	244,323	
566,463	562,381	526,370	Program Total: 7611 - Park Maintenance		520,121	520,121	
566,463	562,381	526,370	Department Total: 631 - Maintenance		520,121	520,121	

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Non-Departmental

Fund/Fund Number: General - 001
Department/Department Number: Non-Departmental - 199
Department Director: Christina Shearer

Description of purpose/functions of department:

This provides for City General Fund expenses which cannot be charged to any specific department. Charges include general liability charged to the City, membership in various regional organizations (Council of Governments, League of Oregon Cities, etc.) as well as the annual turnover to the local Chamber of Commerce.

Department Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Non-Departmental			
261,363	129,764	465,077	Materials & Services	235,259	235,259	
-	10,448	-	Capital Outlay	-	-	
409,225	412,794	328,100	Transfers Out	484,774	484,774	
670,588	553,006	793,177	Non-Departmental Total	720,033	720,033	-

The **Transfers Out** of \$484,774 has five separate transfers. The first is a transfer of \$116,000 is to the Transit Fund, which is an annual subsidy. The subsidy amount was decreased this year, due to General Fund limitations. The second transfer is \$130,000 the Street Fund for street lighting subsidy. The third is one-time money to the Information Services Fund to replace the City's outdated phone system. The last two transfers are \$25,887 to both the Street SDC Fund and the Water Cap Const Fund for repayment of an inter-fund loan. For a summary of all Transfers In and Transfers Out for FY 2013-14 see Budgeted Transfers on page 249.

Department Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
			Department: 199 - Non-departmental				
			Program: 1219 - Other Administration				
			Materials & Services				
-	7,417	9,000	5313	Paper	9,000	9,000	
-	462	600	5323	Fuel	600	600	
-	-	100,000	5329	Other Operating Supplies	50,000	50,000	
9,183	11,157	50,000	5419	Other Professional Serv	50,000	50,000	
48,000	48,000	48,000	5419.201	ToT Grants	48,000	48,000	
169	-	1,500	5424	Advertising	1,500	1,500	
-	-	2,000	5425	Publication of Legal Note	2,500	2,500	
500	-	500	5462	Employee Blanket Bond	-	-	
8,000	-	8,000	5463	Bldg/Personal Prop	-	-	
128,832	-	-	5464	Workers' Comp	-	-	
36,000	35,105	35,105	5465	General Liability	33,659	33,659	
30,679	21,189	30,000	5491	Dues & Subscriptions	30,000	30,000	
-	-	10,000	5492	Registrations/Tuitions	10,000	10,000	
-	6,435	-	5499	Other Services	-	-	
-	-	25,886	5499.376	Interfund Loan	-	-	
-	-	25,886	5499.466	Interfund Loan	-	-	
-	-	118,600	5499.911	911 Services	-	-	
261,363	129,764	465,077	Total - Materials & Services		235,259	235,259	
			Capital Outlay				
-	10,448	-	5649.034	Generator	-	-	
-	10,448	-	Total - Capital Outlay		-	-	
			Transfers Out				
-	151,000	-	5811.11	Transfer to Transit	-	-	
-	-	7,100	5811.132	Transfer to Search & Seizure	-	-	
-	151,000	7,100	Total - Transfers Out		-	-	
261,363	291,212	472,177	Program Total: 1219 - Other Administration		235,259	235,259	
			Program: 9711 - Operating Transfer Out				
			Transfers Out				
-	-	151,000	5811.110	Transfer to Transit	116,000	116,000	
28,259	-	-	5811.138	Transfer to RSVP	-	-	
-	221,794	130,000	5811.140	Transfer to Street	130,000	130,000	
25,000	10,000	40,000	5811.358	Transfer to General CIP	-	-	
15,000	15,000	-	5811.470	Transfer to Water	-	-	
340,966	-	-	5811.568	Transfer to Information Services	187,000	187,000	
-	15,000	-	5811.695	Transfer To Lavelle Black Trust Fund	-	-	
-	-	-	5841.376	Interfund Loan Transfer	25,887	25,887	
-	-	-	5841.466	Interfund Loan Transfer	25,887	25,887	
409,225	261,794	321,000	Total - Transfers Out		484,774	484,774	
409,225	261,794	321,000	Program Total: 9711 - Operating Transfer Out		484,774	484,774	
670,588	553,007	793,177	Department Total: 199 - Non-departmental		720,033	720,033	

Contingency/Ending Fund Balance

Fund/Fund Number: General - 001
Department/Department Number: Contingency/Ending Fund Balance
Department Director: Christina Shearer

Description of purpose/functions of department:

The City of Woodburn's Financial Policy calls for an overall 10% (ten percent) contingency and reserve of the total fund appropriation in the General Fund. Contingencies are set aside for unforeseen circumstances that may arise during the fiscal year. Contingency appropriations cannot be made without City Council approval and/or public hearing.

In addition to the Policy contingency the City has established the Shortfall Management Contingency Reserve (SMCR), as discussed in the FY 2013-14 Budget Message at the beginning of this document. The SMCR is intended to subsidize the shortfalls estimated for the next two years.

Department Detail

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Department: 901 - Ending Fund Balance			
			Program: 9971 - Equity			
			Contingencies and Reserve Balances			
-	-	1,962,325	5921 Contingency	1,076,000	1,076,000	
-	-	187,000	5981.002 Reserve--Buildings	-	-	
-	-	-	5981.012 Reserve - SMCR	1,494,410	1,494,410	
-	-	295,000	5981.101 Reserve for PERS	-	-	
-	-	185,000	5991 Unappropriated Balance	-	-	
-	-	2,629,325	Total - Contingencies and Reserve	2,570,410	2,570,410	
-	-	2,629,325	Program Total: 9971 - Equity	2,570,410	2,570,410	
-	-	2,629,325	Department Total: 901 - Ending Fund Balance	2,570,410	2,570,410	

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Transit Fund – 110

Fund/Fund Number: Transit – 110
Department/Department Number: Transit - 671
Department Director: Jim Row

Description of purpose/functions of department:

Woodburn Transit Service provides safe and reliable public transportation for Woodburn residents and those traveling within Woodburn the region. The system was built with a focus on those who do not have reliable transportation options, seniors, and people with disabilities; and strives to provide residents, visitors, and workers traveling to and from Woodburn with efficient and convenient regional transportation connections.

In FY 2012-13, a one-hour fixed route bus operated Monday through Friday, 5:45 AM to 8:00 PM. As is required by ADA and the requirements of our federal grants, a complementary para-transit service (Dial-A-Ride) is available Monday through Friday during the same hours that the fixed route bus is in operation. A relatively new mid-day service to Salem fills the gap not presently served by CARTS, which currently only comes to Woodburn on weekday mornings and evenings

Description of division, including number of personnel:

The transit division has fifteen employees, a full-time Operations Supervisor, two full-time employees, twelve part-time employees. All transit vehicles are stored in a secured fenced yard located in the rear of 202 Young Street.

Description of FY 2012-13 accomplishments:

Woodburn Transit successfully implemented an expansion of fixed route service hours in January 2012, which previously ran from 9:00 AM – 5:00 PM, Monday-Friday. The service now runs from 5:45 AM – 8:00 PM. However, funding limitations require that the hours be reduced to 7:00 AM – 7:00 PM in the coming fiscal year. As these are the slowest time periods, we believe this change will have a minimal impact on ridership and passenger convenience. This schedule is consistent with the recommendations of the 2010 Transit Plan.

Description of FY 2013-14 proposed focus/goals:

A primary focused for the coming year will involve implementing a modified fixed route, necessitated by the start of the interchange construction project. The route will be modified to avoid the project area entirely.

Description of major difference(s) between FY 2012-13 and FY 2013-14:

The FY 2013-14 budget includes funds for a new, heavy duty large transit bus and 6 new bus shelters. Both projects are primarily funded by grants.

The mid-day service to the Salem Chemeketa Community College Campus Monday through Friday from 10:00 AM to 2:35 PM, which made stops in Gervais and Brooks was removed due to budget limitations. With only 2,000 rides provided in calendar year 2012, ridership hasn't been as strong as the City had originally hoped.

Additionally, as they didn't provide a meaningful distinction, the fixed route and Dial-A-Ride budgets were merged into one.

Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Transit Fund						
Revenues						
55,071	92,692	110,291	Fund Balance	102,212	102,212	
155,735	128	-	Taxes	-	-	
407,438	433,456	463,675	Intergovernmental	797,150	797,150	
32,223	46,180	47,200	Charges for Goods and Services	56,000	56,000	
9,785	12,694	3,200	Miscellaneous Revenue	9,600	9,600	
-	151,000	151,000	Transfers In	154,294	154,294	
660,252	736,150	775,366	Revenues Total	1,119,256	1,119,256	
Expenditures						
303,801	363,154	403,430	Personnel Services	371,780	371,780	
140,250	216,478	231,441	Materials & Services	237,917	237,917	
123,509	19,234	64,000	Capital Outlay	445,000	445,000	
-	-	76,495	Contingencies and Reserve	64,559	64,559	
567,560	598,866	775,366	Expenditures Total	1,119,256	1,119,256	
92,692	137,284	-	Revenue Over (Under) Expenditures	-	-	

Please note the Personnel Services classification is low for this department because the FTE costs are allocated among various departments and funds. Please see Personnel Allocation table on page 242 for clarification.

Revenue Sources and Other Discussion

The **Transfers In** amount of \$154,294 has three components. The first is a transfer of \$116,000 from the General Fund, which is an annual subsidy. The amount was decreased this year, due to General Fund limitations. The other two components relate to the purchase of a large bus, which requires matching grant funds. There is a transfer of \$20,000 budgeted from the General Cap Const Fund and a transfer of \$18,294 budgeted from the Equipment Replacement Fund. For a summary of all Transfers In and Transfers Out for FY 2013-14 see Budgeted Transfers on page 249.

Intergovernmental contains various competitive state and federal grants received for transit operations. These are adjusted year over year according to historical analysis and limitations on the particular grant. At \$797,150, this category accounts for 78% of the operating revenue in this fund. This figure increased significantly for FY 2013-14 because it includes the grant for the purchase of a large bus.

The increase in **Charges for Goods and Services (or Fares)** is comprised of transit fares, which do not sustain the program. The total amount in the category accounts for 6% of the operating revenue.

Fund Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
			Fund: 110 - Transit Fund				
			<u>Revenues</u>				
			Department: 000 - Revenue				
			Fund Balance				
55,071	92,692	110,291	3081	Beginning Fund Balance	102,212	102,212	-
55,071	92,692	110,291	Total - Fund Balance		102,212	102,212	-
			Taxes				
155,735	128	-	3111	Property Tax	-	-	-
155,735	128	-	Total - Taxes		-	-	-
			Intergovernmental				
-	-	-	3332	Federal Grants	355,650	355,650	-
30,848	137,050	65,438	3333.601	5310 Discretionary Ops	119,500	119,500	-
114,470	17,934	43,527	3333.602	5310 Discretionary Cap	-	-	-
165,704	129,094	129,000	3333.603	5311 Formula Operation	159,000	159,000	-
70,085	-	-	3333.604	ARRA Stimulus	-	-	-
-	88,878	57,912	3333.605	Veh Prev Maint	90,000	90,000	-
-	-	44,908	3341.601	STF Formula	73,000	73,000	-
-	-	6,426	3341.602	STF Discretionary	-	-	-
26,331	34,403	22,294	3342	Grant Award #26378	-	-	-
-	7,990	32,408	3343	JARC Job Access Revers	-	-	-
-	18,107	61,762	3344	New Freedom	-	-	-
407,438	433,456	463,675	Total - Intergovernmental		797,150	797,150	-
			Charges for Goods and Services				
9,749	12,147	12,000	3445	Dial a Ride Daily	12,000	12,000	-
22,474	32,632	35,000	3447	Transit System Fares	40,000	40,000	-
-	1,401	200	3447.101	Transit System Fares Fixed Route - SALE	4,000	4,000	-
32,223	46,180	47,200	Total - Charges for Goods and Services		56,000	56,000	-
			Miscellaneous Revenue				
344	76	200	3611	Interest from Investments	100	100	-
4,730	1,833	-	3676	Donations-Transit	9,000	9,000	-
(134)	4	-	3698	Cash Long and Short	-	-	-
4,844	10,781	3,000	3699	Other Miscellaneous Income	500	500	-
9,785	12,694	3,200	Total - Miscellaneous Revenue		9,600	9,600	-
			Transfers In				
-	151,000	151,000	3971.001	Transfer From General Fund	116,000	116,000	-
-	-	-	3971.358	Transfer From General Cap Const Fund	20,000	20,000	-
-	-	-	3971.591	Transfer From Equipment Replacement	18,294	18,294	-
-	151,000	151,000	Total - Transfers In		154,294	154,294	-
660,251	736,150	775,366	Revenues Total		1,119,256	1,119,256	-

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 110 - Transit Fund							
<u>Expenditures</u>							
Department: 671 - Transit							
Program: 4711 - Fixed Route Transit							
Personnel Services							
148,590	153,893	154,508	5111	Regular Wages	166,876	166,876	-
68,033	98,932	128,912	5112	Part-Time Wages	83,044	83,044	-
6,540	8,058	-	5121	Overtime	-	-	-
156	195	187	5211	OR Workers' Benefit	186	186	-
16,430	19,439	17,245	5212	Social Security	19,080	19,080	-
41,137	45,139	49,980	5213	Med, Den, Life Ins.	48,166	48,166	-
21,292	34,261	47,869	5214	Retirement	50,102	50,102	-
601	570	621	5215	Long Term Disability Ins	706	706	-
655	2,328	3,719	5216	Unemployment Insurance	3,249	3,249	-
366	339	389	5217	Life Insurance	371	371	-
303,801	363,154	403,430	Total - Personnel Services		371,780	371,780	-
Materials & Services							
-	-	500	5315	Computer Supplies	-	-	-
472	1,153	550	5319	Other Office Supplies	2,100	2,100	-
16	32	65	5321	Cleaning Supplies	-	-	-
22,887	30,241	64,000	5323	Fuel	46,000	46,000	-
200	339	1,200	5324	Clothing	2,400	2,400	-
-	264	2,500	5326	Safety/Medicines	3,000	3,000	-
49	42	100	5329	Other Operating Supplies	-	-	-
-	-	-	5332	Spare Parts	8,000	8,000	-
744	-	11,000	5337	Tires/Parts	5,000	5,000	-
-	-	1,500	5414	Accounting/Auditing	1,500	1,500	-
625	320	1,300	5416	Medical	1,700	1,700	-
26,259	26,760	2,000	5419	Other Professional Serv	3,000	3,000	-
355	549	500	5421	Telephone/Data	3,000	3,000	-
52	76	50	5422	Postage	100	100	-
-	830	3,000	5424	Advertising	3,500	3,500	-
518	1,108	2,000	5427	Training	3,800	3,800	-
5,526	7,860	7,074	5428	IS Support	12,600	12,600	-
-	-	200	5431	Lodging	400	400	-
-	29	150	5432	Meals	300	300	-
-	66	300	5433	Mileage	25,000	25,000	-
688	6,061	5,200	5446	Software Licenses	8,000	8,000	-
-	-	-	5448	Internal Rent	17,164	17,164	-
3,057	-	-	5461	Auto Insurance	-	-	-
2,254	8,966	8,966	5464	Workers' Comp	8,335	8,335	-
1,153	9,270	9,270	5465	General Liability	8,618	8,618	-
111	94	5,100	5471	Equipment Repair & Maint	5,000	5,000	-
18,715	41,130	33,000	5475	Vehicle Repair & Maint	65,000	65,000	-
-	-	-	5480	Accident Repair	500	500	-
-	-	300	5491	Dues & Subscriptions	600	600	-
-	-	150	5492	Registrations/Tuitions	800	800	-
48	286	1,000	5493	Printing/Binding	2,000	2,000	-
225	230	250	5499	Other Services	500	500	-
-	608	620	5500	Banking Fees & Charges	-	-	-
83,954	136,314	161,845	Total - Materials & Services		237,917	237,917	-
Capital Outlay							
-	-	-	5642	Passenger Vehicles	385,000	385,000	-
123,509	19,234	42,000	5649	Other Equipment	60,000	60,000	-
123,509	19,234	42,000	Total - Capital Outlay		445,000	445,000	-
511,264	518,702	607,275	Program Total: 4711 - Fixed Route Transit		1,054,697	1,054,697	-

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 110 - Transit Fund							
Program: 4712 - Dial-A-Ride							
Materials & Services							
882	806	800	5319	Other Office Supplies	-	-	-
16	64	75	5321	Cleaning Supplies	-	-	-
13,108	19,804	22,000	5323	Fuel	-	-	-
250	182	1,200	5324	Clothing	-	-	-
1,740	-	2,000	5337	Tires/Parts	-	-	-
42	35	400	5416	Medical	-	-	-
966	1,719	1,000	5419	Other Professional Serv	-	-	-
1,151	1,279	1,300	5421	Telephone/Data	-	-	-
-	173	500	5424	Advertising	-	-	-
644	387	1,500	5427	Training	-	-	-
-	8,253	7,428	5428	IS Support	-	-	-
-	-	200	5431	Lodging	-	-	-
-	-	100	5432	Meals	-	-	-
16,784	20,519	25,000	5433	Mileage	-	-	-
-	8,632	8,329	5448	Internal Rent	-	-	-
3,057	-	-	5461	Auto Insurance	-	-	-
2,254	1,708	1,708	5464	Workers' Comp	-	-	-
1,152	1,766	1,766	5465	General Liability	-	-	-
13,891	14,432	15,000	5475	Vehicle Repair & Maint	-	-	-
-	-	300	5491	Dues & Subscriptions	-	-	-
119	-	300	5492	Registrations/Tuitions	-	-	-
-	235	440	5493	Printing/Binding	-	-	-
238	171	250	5499	Other Services	-	-	-
56,295	80,165	91,596	Total - Materials & Services		-	-	-
56,295	80,165	91,596	Program Total: 4712 - Dial-A-Ride		-	-	-
Contingencies and Reserve Balances							
-	-	71,495	5921	Contingency	64,559	64,559	-
-	-	5,000	5981.101	Reserve for PERS	-	-	-
-	-	76,495	Total - Contingencies & Reserve		64,559	64,559	-
567,560	598,866	775,366	Expenditures Total		1,119,256	1,119,256	-
92,692	137,284	-	Fund Net: 110 - Transit Fund		-	-	-

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Street Fund – 140

Fund/Fund Number:	Street - 140
Department/Department Number:	Maintenance - 631
Department Director:	Dan Brown

Description of purpose/functions of department:

The Street Maintenance Section provides routine street repair such as overlay preparation, patching, crack sealing, pothole repair, and grading portions of 17 gravel streets, leaf collection, centerline striping, pavement markings, street sign maintenance, monthly sweeping contract supervision, weed control, mowing, and other right-of-way maintenance duties.

Description of department, including number of personnel:

The Street Maintenance section consists of 3.05 FTE

Description of FY 2012-13 accomplishments:

Implemented a restructuring program in response to reduced staffing levels. Staffing level reductions have been made necessary due to the fiscal constraints the City is facing with flat or reduced revenues and increasing personnel costs. The Street Maintenance Section personnel have been reassigned to the Storm/Sanitary Collections Section and administrative responsibilities of the Street Maintenance program are assigned to the Engineering Division. Street Maintenance has shifted its focus for street maintenance to a strategy that is intended to extend the service life of local streets rather than reconstructing failed streets. This strategy was visible with the increased use of chip sealing and the full depth reclamation process used on North Front Street. Additional street maintenance work includes:

- This section is monitoring the contracted services for routine sweeping of each side of all city streets every month.
- This section is responsible for routine maintenance of all streets in the public right-of-ways, including gravel streets.
- This includes the street maintenance and grading 1.9 miles of gravel streets.
- The leaf collection program from November through January ending with Christmas tree collection.
- This section facilitates the centerline striping contract with Marion County and other traffic markings are renewed once a year.
- Maintaining all regulatory traffic and street name signs
- Weed control
- Assists with special events

Description of FY 2013-14 proposed focus/goals:

Continue to implement an aggressive street maintenance program that is intended to extend the service life of existing streets and reconstruct streets as funds are available.

Description of major difference(s) between FY 2012-13 and FY 2013-14:

Additional funding has been incorporated into the FY 2013-14 for contracted street maintenance work to support the street maintenance strategy to concentrate maintenance activities on extending the service life of marginal streets.

Privilege taxes, previously budgeted in the Street & Storm Cap Const Fund are included in this fund for FY 2013-14. Revenues are generated from PGE and NW Natural privilege taxes and are supplemented with state proceeds when those projects occur.

Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Street Fund						
Revenues						
166,227	368,093	540,000	Fund Balance	1,350,000	1,350,000	
-	-	-	Taxes	120,000	120,000	
808	1,275	750	Licenses and Permits	750	750	
1,116,011	1,312,024	1,200,000	Intergovernmental	1,300,000	1,300,000	
-	-	-	Franchise Fees	300,000	300,000	
5,986	59,638	3,500	Miscellaneous Revenue	8,500	8,500	
90,000	347,678	220,000	Transfers In	220,000	220,000	
1,379,032	2,088,708	1,964,250	Revenues Total	3,299,250	3,299,250	
Expenditures						
447,504	455,991	431,341	Personnel Services	496,197	496,197	
368,435	602,763	691,186	Materials & Services	856,697	856,697	
-	8,022	-	Capital Outlay	25,000	25,000	
195,000	225,000	199,830	Transfers Out	1,169,600	1,169,600	
-	-	641,893	Contingencies and Reserve	751,756	751,756	
1,010,939	1,291,776	1,964,250	Expenditures Total	3,299,250	3,299,250	
368,093	796,932	-	Revenue Over (Under) Expenditures	-	-	

Revenue Sources and Other Discussion

The **Taxes** category of revenue includes Privilege taxes, which were previously budgeted in the Street & Storm Cap Const Fund are included in this fund for FY 2013-14. Privilege taxes were moved to this fund because the income it is street related income and will be transferred for capital projects only as needed.

The **Intergovernmental** category of revenue is the largest source within the Street fund. The entire \$1,300,000 or 39% is generated from the State Gas Tax. The 2009 Legislative Session approved increases in vehicle title and registration fees which became effective in 2010 and an increase in tax of 6 cents per gallon of gasoline became effective January 2011.

Transfers In of \$220,000 includes a transfer from the General Fund of \$130,000 to subsidize street lighting costs. The additional \$90,000 is a transfer from the Sewer Fund for street sweeping costs. For a summary of all Transfers In and Transfers Out for FY 2013-14 see Budgeted Transfers on page 249.

The **Transfers Out** amount of \$1,139,600 is to Street & Storm Cap Const Fund for capital projects budgeted during the year. For further detail of the projects see Capital Construction Projects on page 250. For a summary of all Transfers In and Transfers Out for FY 2013-14 see Budgeted Transfers on page 249.

Fund Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
			Fund: 140 - Street Fund				
			Revenues				
			Department: 000 - Revenue				
			Fund Balance				
166,227	368,093	540,000	3081	Beginning Fund Balance	1,350,000	1,350,000	-
166,227	368,093	540,000	Total - Fund Balance		1,350,000	1,350,000	-
			Taxes				
-	-	-	3171	City Gas Tax	120,000	120,000	-
-	-	-	Total - Taxes		120,000	120,000	-
			Licenses and Permits				
808	1,275	750	3223	Curb Cuts and Bores	750	750	-
808	1,275	750	Total - Licenses and Permits		750	750	-
			Intergovernmental				
1,116,011	1,312,024	1,200,000	3361	State Gas Tax	1,300,000	1,300,000	-
1,116,011	1,312,024	1,200,000	Total - Intergovernmental		1,300,000	1,300,000	-
			Franchise Fees				
-	-	-	3141	Privilege Tax, PGE	250,000	250,000	-
-	-	-	3142	Privilege Tax, NW Natural	50,000	50,000	-
-	-	-	Total - Franchise Fees		300,000	300,000	-
534	1,815	500	3611	Interest from Investments	5,500	5,500	-
5,452	57,824	3,000	3699	Other Miscellaneous Income	3,000	3,000	-
5,986	59,638	3,500	Total - Miscellaneous Revenue		8,500	8,500	-
			Transfers In				
-	221,794	130,000	3971.001	Transfer From General Fund	130,000	130,000	-
-	35,884	-	3971.135	Transfer From Revenue Sharing	-	-	-
90,000	90,000	90,000	3971.472	Transfer From Sewer	90,000	90,000	-
90,000	347,678	220,000	Total - Transfers In		220,000	220,000	-
1,379,031	2,088,708	1,964,250	Revenues Total		3,299,250	3,299,250	-

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Expenditures							
Department: 631 - Maintenance							
Program: 4211 - Street Maintenance							
Personnel Services							
305,528	297,977	264,619	5111	Regular Wages	311,980	311,980	-
9,291	-	-	5112	Part-Time Wages	-	-	-
5,076	5,771	5,000	5121	Overtime	4,929	4,929	-
170	148	177	5211	OR Workers' Benefit	172	172	-
23,730	22,141	20,626	5212	Social Security	24,088	24,088	-
60,562	75,607	76,459	5213	Med, Den, Life Ins.	77,506	77,506	-
40,351	49,895	58,248	5214	Retirement	71,462	71,462	-
1,166	1,056	1,084	5215	Long Term Disability Ins	1,274	1,274	-
941	2,771	4,449	5216	Unemployment Insurance	4,120	4,120	-
688	623	679	5217	Life Insurance	666	666	-
447,503	455,991	431,341	Total - Personnel Services		496,197	496,197	-
Materials & Services							
190	51	200	5315	Computer Supplies	200	200	-
728	499	700	5319	Other Office Supplies	700	700	-
93	70	300	5321	Cleaning Supplies	300	300	-
16,616	15,958	16,500	5323	Fuel	13,000	13,000	-
934	28	1,500	5324	Clothing	1,500	1,500	-
995	994	1,000	5325	Ag Supplies	1,000	1,000	-
97	1,084	3,700	5326	Safety/Medicines	2,000	2,000	-
1,122	1,335	3,000	5329	Other Operating Supplies	3,000	3,000	-
1,168	59	1,200	5333	Paint	1,200	1,200	-
614	251	1,200	5338	Tools	1,200	1,200	-
901	1,172	3,000	5339	Other Maintenance Supplie	3,000	3,000	-
1,459	1,310	1,500	5352	Protective Clothing	1,500	1,500	-
38,955	32,359	40,000	5361	Road Materials	34,000	34,000	-
-	490	1,500	5362	Concrete	1,500	1,500	-
8,709	9,948	14,000	5363	Signs	14,000	14,000	-
1,038	1,507	2,600	5369	Other Street Supplies	2,600	2,600	-
-	476	1,500	5392	Security Supplies	1,500	1,500	-
35	347	500	5399	Other Supplies	500	500	-
391	257	500	5416	Medical	500	500	-
16,280	13,986	23,000	5419	Other Professional Serv	15,000	15,000	-
4,569	4,671	4,500	5421	Telephone/Data	2,500	2,500	-
204	84	300	5422	Postage	300	300	-
-	178	2,000	5424	Advertising	1,000	1,000	-
1,997	2,537	2,700	5427	Training	2,000	2,000	-
350	700	700	5431	Lodging	700	700	-
30	-	175	5432	Meals	175	175	-
-	-	50	5433	Mileage	50	50	-
2,108	1,871	5,000	5445	Work Equipment	5,000	5,000	-
-	2,583	3,000	5446	Software Licenses	3,000	3,000	-
3,953	3,123	6,000	5451	Natural Gas	6,000	6,000	-
7,505	7,975	8,500	5453	Electricity	8,500	8,500	-
5,784	14,353	15,000	5454	Solid Waste Disposal	5,000	5,000	-
10,988	5,559	18,000	5471	Equipment Repair & Maint	4,000	4,000	-
121	25	1,000	5474	Structures Repair & Maint	1,000	1,000	-
13,389	11,346	7,000	5475	Vehicle Repair & Maint	4,000	4,000	-
121	-	300	5476	Laundry	300	300	-
1,815	21,171	25,000	5479	Other Repair & Maintenanc	20,000	20,000	-
16,278	5,630	15,000	5482	Tree Maintenance	15,000	15,000	-
1,270	699	1,000	5492	Registrations/Tuitions	1,000	1,000	-
219	-	250	5498	Permits/Fees	250	250	-
2,926	2,182	3,044	5499	Other Services	1,085	1,085	-
163,951	166,867	235,919	Total - Materials & Services		179,060	179,060	-

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
			Fund: 140 - Street Fund				
			Capital Outlay				
-	8,022	-	5649	Other Equipment	25,000	25,000	-
-	8,022	-	Total - Capital Outlay		25,000	25,000	-
611,455	630,880	667,260	Program Total: 4211 - Street Maintenance		700,257	700,257	-
			Program: 4261 - Street Cleaning				
			Materials & Services				
1,351	997	1,000	5323	Fuel	1,000	1,000	-
795	773	1,000	5329	Other Operating Supplies	1,000	1,000	-
108,486	124,877	115,000	5419	Other Professional Serv	125,000	125,000	-
-	-	500	5454	Solid Waste Disposal	500	500	-
-	-	900	5471	Equipment Repair & Maint	1,000	1,000	-
3,121	100	2,000	5475	Vehicle Repair & Maint	2,000	2,000	-
113,753	126,747	120,400	Total - Materials & Services		130,500	130,500	-
113,753	126,747	120,400	Program Total: 4261 - Street Cleaning		130,500	130,500	-
			Program: 4299 - Street Admin				
			Materials & Services				
-	-	-	5409.582	Garage Services	44,915	44,915	-
-	-	-	5410.582	PW Overhead	51,855	51,855	-
-	-	-	5411.582	Engineering Support to PW Services Func	135,387	135,387	-
3,665	900	6,000	5414	Accounting/Auditing	6,000	6,000	-
12,440	13,755	11,168	5428	IS Support	15,750	15,750	-
31,139	29,523	35,783	5448	Internal Rent	17,439	17,439	-
-	239,195	240,000	5456	Street Lighting	240,000	240,000	-
7,456	-	-	5461	Auto Insurance	-	-	-
3,207	-	-	5463	Bldg/Personal Prop	-	-	-
15,051	6,902	6,902	5464	Workers' Comp	5,389	5,389	-
14,394	14,602	14,602	5465	General Liability	11,402	11,402	-
1,763	450	4,000	5482	Tree Maintenance	4,000	4,000	-
1,616	2,437	15,000	5483	Sidewalks	15,000	15,000	-
-	1,385	1,412	5500	Banking Fees & Charges	-	-	-
90,731	309,149	334,867	Total - Materials & Services		547,137	547,137	-
90,731	309,149	334,867	Program Total: 4299 - Street Admin		547,137	547,137	-
			Program: 9711 - Operating Transfer Out				
			Transfers Out				
-	-	-	5811.363	Transfer to Street & Storm Cap Const Fun	1,139,600	1,139,600	-
195,000	195,000	169,830	5811.582	Transfer to Public Works Services Fund	-	-	-
-	30,000	30,000	5811.591	Transfer to Equipment Replace	30,000	30,000	-
195,000	225,000	199,830	Total - Transfers Out		1,169,600	1,169,600	-
195,000	225,000	199,830	Program Total: 9711 - Operating Transfer Out		1,169,600	1,169,600	-
1,010,938	1,291,776	1,322,357	Department Total: 631 - Maintenance		2,547,494	2,547,494	-
			Contingencies and Reserve Balances				
-	-	641,893	5921	Contingency	751,756	751,756	-
-	-	641,893	Total - Contingencies & Reserve		751,756	751,756	-
1,010,938	1,291,776	1,964,250	Expenditures Total		3,299,250	3,299,250	-
368,093	796,932	-	Fund Net: 140 - Street Fund		-	-	-

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GO Debt Service Fund – 250

Fund/Fund Number: GO Debt Service - 250
Department/Department Number: Finance - 151
Department Director: Christina Shearer

Description of purpose/functions of department:

The Bonded Debt fund records the payment of principal and interest on the City's General Obligation bonds. As of June 30, 2013, a single bond issue is outstanding for the Police Facility. The remaining principal due as of July 1, 2013 is \$5,065,000.

See Debt Overview on page 241 for a summary of the City's debt.

Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
GO Debt Service Fund						
Revenues						
91,293	78,035	64,000	Fund Balance	195,000	30,000	
495,377	497,316	650,000	Taxes	375,000	528,000	
721	1,116	800	Miscellaneous Revenue	900	900	
587,391	576,467	714,800	Revenues Total	570,900	558,900	
Expenditures						
-	639	1,519	Materials & Services	-	-	
509,356	514,431	514,281	Debt Service	523,781	523,781	
-	-	199,000	Contingencies and Reserve	47,119	35,119	
509,356	515,070	714,800	Expenditures Total	570,900	558,900	
78,035	61,397	-	Revenue Over (Under) Expenditures	-	-	

Revenue Sources and Other Discussion

This Fund accounts for the debt service on the City's 2005 General Obligation bond. **Property taxes** are the major source of operating revenue. The Miscellaneous Revenue is interest on the cash balance of the fund. The amount allocated to this fund is dependent on reserve requirement limitations and debt service levels.

Fund Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
			Fund: 250 - GO Debt Service Fund				
			Revenues				
			Department: 000 - Revenue				
			Fund Balance				
91,292	78,035	64,000	3081	Beginning Fund Balance	195,000	30,000	-
91,292	78,035	64,000	Total - Fund Balance		195,000	30,000	-
			Taxes				
495,377	497,316	650,000	3111	Property Tax	375,000	528,000	-
495,377	497,316	650,000	Total - Taxes		375,000	528,000	-
722	1,116	800	3611	Interest from Investments	900	900	-
722	1,116	800	Total - Miscellaneous Revenue		900	900	-
587,391	576,467	714,800	Revenues Total		570,900	558,900	-
			Expenditures				
			Department: 151 - Finance				
			Program: 9111 - Debt Service				
			Materials & Services				
-	639	1,519	5500	Banking Fees & Charges	-	-	-
-	639	1,519	Total - Materials & Services		-	-	-
			Debt Service				
275,300	290,000	300,000	5711	Bond Principle	320,000	320,000	-
234,056	224,431	214,281	5721	Bond Interest	203,781	203,781	-
509,356	514,431	514,281	Total - Debt Service		523,781	523,781	-
509,356	515,070	515,800	Program Total: 9111 - Debt Service		523,781	523,781	-
509,356	515,070	515,800	Department Total: 151 - Finance		523,781	523,781	-
			Contingencies and Reserve Balances				
-	-	199,000	5921	Contingency	47,119	35,119	-
-	-	199,000	Total - Contingencies & Reserve		47,119	35,119	-
509,356	515,070	714,800	Expenditures Total		570,900	558,900	-
78,035	61,397	-	Fund Net: 250 - GO Debt Service Fund		-	-	-

Utility Funds

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Water Fund – 470

Fund/Fund Number: Water - 470
Department/Department Number: Water - 611
Department Director: Dan Brown

Description of purpose/functions of section:

This section provides administration, operations and maintenance of the water treatment and distribution system. The section also provides billing and meter reading program for all customer accountants. The section is responsible for all activities centered at the water treatment plants and throughout the water distribution system. The section also administers a Cross Connection Control and Backflow Prevention Program.

Description of section, including number of personnel:

The section under the direction of the Water Resources Division Manager is supervised by the Drinking Water Section Supervisor. The section is organized to provide both operations and maintenance with clerical administrative support. The section currently has 10 full time positions.

Description of FY 2012-13 accomplishments:

- Continued to provide water treatment, distribution, secondary disinfection meeting all state and federal regulatory requirements
- Prepared and provided to customers and Section of Human Services the 2012 Water Quality Report
- Prepared and provided to customers the second Woodburn Water Works newsletter.
- Flushed and operated Fire Hydrants in the entire system
- Cross connection and backflow prevention, inspected 1435 devices, continue to expand program
- Completed Water line, replacement, capacity improvement on Fourth Street from Hayes Street to Lincoln Street
- Realigned and secured 14" water main on Hazelnut Drive, bridge crossing.

Description of FY 2013-14 proposed focus/goals:

- Continue to provide quality drinking water that meets all federal and state requirements
- Review and update Rate Structure
- Continue Automatic Read Meter (AMR) program
- Produce and distribute the 2013 Water Quality Report
- Complete Nitrification Control Plan
- Continue effort in the Cross Connection, Backflow Prevention Control Plan.

Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Water Fund						
Revenues						
664,436	371,886	405,000	Fund Balance	1,275,000	1,275,000	
1,641,368	2,143,000	3,167,025	Charges for Goods and Services	3,315,515	3,315,515	
37,531	56,806	54,500	Miscellaneous Revenue	56,200	56,200	
85,442	-	-	Other Financing Sources	-	-	
85,000	85,000	824,000	Transfers In	-	-	
2,513,777	2,656,692	4,450,525	Revenues Total	4,646,715	4,646,715	
Expenditures						
1,090,996	1,195,296	1,283,761	Personnel Services	1,371,458	1,371,458	
605,767	640,727	720,188	Materials & Services	838,457	838,457	
13,686	35,604	42,000	Capital Outlay	-	-	
-	1,634	1,171,121	Debt Service	1,159,630	1,159,630	
431,442	336,000	101,322	Transfers Out	38,108	38,108	
-	-	1,132,133	Contingencies and Reserve	1,239,062	1,239,062	
2,141,891	2,209,261	4,450,525	Expenditures Total	4,646,715	4,646,715	
371,886	447,431	-	Revenue Over (Under) Expenditures	-	-	

Revenue Sources and Other Discussion

Charges for Goods and Services the fees collected for water provided to City residents and represent the major revenue source for the Water Fund. The fees of \$3,315,515 represent the sole revenue source for this fund, excluding interest.

The FY 2012-13 budget included **Transfers In** of \$824,000 for utility billing expenses, which will be charged directly to Materials & Services in this fund in FY 2013-14, instead of using transfers.

The **Materials & Services** increase is caused by the General Right of Way charge implemented for FY 2013-14.

For further information regarding debt and **Debt Service** see Debt Overview on page 241.

The **Transfers Out** amount of \$23,334 includes \$10,000 to the Equipment Replacement Fund for future needs. The remaining \$13,334 represents a payment of \$6,667 to the Street SDC Fund and an equal payment to the Water Cap Construction Fund for repayment of a prior year inter-fund loan for the City's accounting and utility billing system. For a summary of all Transfers In and Transfers Out for FY 2013-14 see Budgeted Transfers on page 249.

Fund Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 470 - Water Fund							
Revenues							
Department: 000 - Revenue							
Fund Balance							
664,436	371,886	405,000	3081	Beginning Fund Balance	1,275,000	1,275,000	-
664,436	371,886	405,000	Total - Fund Balance		1,275,000	1,275,000	-
Charges for Goods and Services							
1,602,397	2,063,168	3,077,925	3434.101	Water Sales Revenue	3,226,415	3,226,415	-
16,250	13,820	20,000	3434.102	New Services	20,000	20,000	-
16,995	17,486	19,000	3434.103	Re-connection Fees	19,000	19,000	-
-	3,746	3,500	3434.104	Vacations	3,500	3,500	-
12	-	100	3434.105	After Hours Fee	100	100	-
2,600	2,308	2,000	3434.106	NSF Check Fee	2,000	2,000	-
1,614	424	1,500	3434.108	Bulk Water Sales	1,500	1,500	-
1,500	42,048	43,000	3434.112	Late Fees	43,000	43,000	-
1,641,368	2,143,000	3,167,025	Total - Charges for Goods and Services		3,315,515	3,315,515	-
Interest from Investments							
1,977	1,862	3,500	3611	Interest from Investments	5,200	5,200	-
29,238	48,563	47,000	3625	Facilities Rent	47,000	47,000	-
3,488	5,892	-	3691	Sale of Surplus Property	-	-	-
2,828	489	4,000	3699	Other Miscellaneous Income	4,000	4,000	-
37,531	56,806	54,500	Total - Miscellaneous Revenue		56,200	56,200	-
Other Financing Sources							
85,442	-	-	3811	Interfund Loan Proceeds	-	-	-
85,442	-	-	Total - Other Financing Sources		-	-	-
Transfers In							
15,000	15,000	-	3971.001	Transfer From General Fund	-	-	-
-	-	754,000	3971.466	Transfer From Water Construction	-	-	-
70,000	70,000	70,000	3971.472	Transfer From Sewer	-	-	-
85,000	85,000	824,000	Total - Transfers In		-	-	-
2,513,777	2,656,693	4,450,525	Revenues Total		4,646,715	4,646,715	-

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 470 - Water Fund							
Expenditures							
Department: 611 - Water							
Program: 6411 - Water Supply							
Personnel Services							
731,908	770,407	778,416	5111	Regular Wages	861,567	861,567	-
-	2,002	7,000	5112	Part-Time Wages	4,707	4,707	-
9,875	8,531	15,000	5121	Overtime	15,030	15,030	-
378	366	473	5211	OR Workers' Benefit	451	451	-
54,432	56,557	61,232	5212	Social Security	66,828	66,828	-
194,238	210,172	220,232	5213	Med, Den, Life Ins.	203,892	203,892	-
93,822	135,835	183,012	5214	Retirement	202,230	202,230	-
2,625	2,762	3,190	5215	Long Term Disability Ins	3,465	3,465	-
2,170	7,031	13,207	5216	Unemployment Insurance	11,457	11,457	-
1,548	1,634	1,999	5217	Life Insurance	1,831	1,831	-
1,090,996	1,195,296	1,283,761	Total - Personnel Services		1,371,458	1,371,458	-
Materials & Services							
590	1,978	2,000	5315	Computer Supplies	1,500	1,500	-
2,105	1,999	2,000	5319	Other Office Supplies	1,500	1,500	-
16,855	14,707	20,000	5323	Fuel	19,000	19,000	-
2,904	2,916	3,000	5324	Clothing	3,000	3,000	-
-	2,110	2,500	5326	Safety/Medicines	1,800	1,800	-
39,960	48,835	50,000	5327	Chemicals	50,000	50,000	-
696	2,363	2,500	5328	Lab Supplies	2,500	2,500	-
999	7,348	1,000	5329	Other Operating Supplies	1,300	1,300	-
2,090	2,328	4,000	5338	Tools	3,000	3,000	-
769	1,158	2,000	5339	Other Maintenance Supplie	1,900	1,900	-
19,627	16,069	20,000	5379	Other Water/Sewer Supplie	15,000	15,000	-
9,972	9,913	10,000	5379.001	Line Repair Supplies	8,000	8,000	-
25,572	33,940	34,000	5379.002	Customer Service	17,000	17,000	-
3,847	1,661	10,000	5379.003	Pump Supplies	5,500	5,500	-
12,462	15,958	16,000	5379.004	Meter Parts	10,000	10,000	-
2,986	2,998	3,000	5379.005	Protective Equipment	2,500	2,500	-
240	-	4,000	5392	Security Supplies	2,000	2,000	-
2,159	2,191	3,000	5399	Other Supplies	2,000	2,000	-
503	150	500	5416	Medical	500	500	-
255	-	500	5417	Human Resources	500	500	-
14,447	20,897	15,000	5419	Other Professional Serv	5,000	5,000	-
27,886	14,155	15,000	5419.501	Testing/Lab	15,000	15,000	-
9,293	7,153	15,000	5419.707	Educ Outreach	6,000	6,000	-
6,147	7,697	7,000	5421	Telephone/Data	7,000	7,000	-
767	538	1,000	5422	Postage	500	500	-
4,721	5,368	10,000	5427	Training	6,000	6,000	-
840	995	1,000	5445	Work Equipment	500	500	-
-	4,487	4,500	5446	Software Licenses	4,500	4,500	-
3,521	2,537	6,000	5451	Natural Gas	6,000	6,000	-
186,208	195,785	220,000	5453	Electricity	220,000	220,000	-
2,176	2,632	2,000	5454	Solid Waste Disposal	800	800	-
7,135	6,794	7,000	5471	Equipment Repair & Maint	3,000	3,000	-
3,962	3,979	4,000	5472	Buildings Repairs & Maint	2,000	2,000	-
7,356	10,639	10,000	5475	Vehicle Repair & Maint	2,951	2,951	-
1,500	472	-	5476	Laundry	-	-	-
1,301	985	2,500	5491	Dues & Subscriptions	1,900	1,900	-
1,365	1,394	3,500	5492	Registrations/Tuitions	1,800	1,800	-
1,495	1,033	1,500	5498	Permits/Fees	1,000	1,000	-
72	146	250	5499	Other Services	250	250	-
424,782	456,308	515,250	Total - Materials & Services		432,701	432,701	-

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 470 - Water Fund							
Capital Outlay							
13,686	26,645	30,000	5634	Water	-	-	-
-	2,000	2,000	5644	Communications	-	-	-
-	6,959	10,000	5649	Other Equipment	-	-	-
13,686	35,604	42,000	Total - Capital Outlay		-	-	-
1,529,464	1,687,208	1,841,011	Program Total: 6411 - Water Supply		1,804,159	1,804,159	-
Program: 6421 - Water Meter Reading							
Materials & Services							
2,997	4,954	5,000	5323	Fuel	4,500	4,500	-
-	400	400	5419	Other Professional Serv	300	300	-
328	-	700	5421	Telephone/Data	150	150	-
36,352	34,776	40,000	5422	Postage	20,000	20,000	-
615	-	800	5433	Mileage	400	400	-
2,448	1,588	2,500	5471	Equipment Repair & Maint	2,000	2,000	-
14,394	24,279	23,000	5493	Printing/Binding	13,000	13,000	-
57,134	65,998	72,400	Total - Materials & Services		40,350	40,350	-
57,134	65,998	72,400	Program Total: 6421 - Water Meter Reading		40,350	40,350	-
Program: 6499 - Water Administration							
Materials & Services							
50	2	150	5319	Other Office Supplies	100	100	-
-	2,415	2,500	5329	Other Operating Supplies	1,500	1,500	-
-	-	-	5409.582	Garage Services	28,049	28,049	-
-	-	-	5410.582	PW Overhead	43,369	43,369	-
-	-	-	5411.582	Engineering Support to PW Services Func	10,805	10,805	-
5,765	7,750	9,000	5414	Accounting/Auditing	9,000	9,000	-
30,268	27,510	24,759	5428	IS Support	34,650	34,650	-
29,407	16,832	22,846	5448	Internal Rent	14,612	14,612	-
-	-	-	5450	General Right of Way Charge	161,321	161,321	-
4,610	-	-	5461	Auto Insurance	-	-	-
5,081	-	-	5463	Bldg/Personal Prop	-	-	-
18,670	23,447	23,447	5464	Workers' Comp	18,309	18,309	-
30,000	33,366	33,336	5465	General Liability	26,031	26,031	-
-	-	10,000	5499.005	Grounds Maintenance Services	-	-	-
-	7,100	6,000	5500	Banking Fees & Charges	17,160	17,160	-
-	-	500	5510	Bad Debt Expense	500	500	-
123,852	118,422	132,538	Total - Materials & Services		365,406	365,406	-
Debt Service							
-	-	621,880	5711	Bond Principle	648,320	648,320	-
-	1,634	13,335	5714	Interfund Loan	-	-	-
-	-	535,906	5721	Bond Interest	511,310	511,310	-
-	1,634	1,171,121	Total - Debt Service		1,159,630	1,159,630	-
123,852	120,056	1,303,659	Program Total: 6499 - Water Administration		1,525,036	1,525,036	-

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Fund: 470 - Water Fund			
			Program: 9711 - Operating Transfer Out			
			Transfers Out			
-	-	-	5811.566 Transfer to Water Cap Const Fund	14,774	14,774	-
85,442	-	-	5811.568 Transfer to Information Services	-	-	-
311,000	311,000	76,322	5811.582 Transfer to Public Works Services Fund	-	-	-
35,000	25,000	25,000	5811.591 Transfer to Equipment Replace	10,000	10,000	-
-	-	-	5841.376 Interfund Loan Transfer	6,667	6,667	-
-	-	-	5841.466 Interfund Loan Transfer	6,667	6,667	-
431,442	336,000	101,322	Total - Transfers Out	38,108	38,108	-
431,442	336,000	101,322	Program Total: 9711 - Operating Transfer Out	38,108	38,108	-
2,141,891	2,209,261	3,318,392	Department Total: 611 - Water	3,407,653	3,407,653	-
			Contingencies and Reserve Balances			
-	-	378,133	5921 Contingency	485,062	485,062	-
-	-	754,000	5981.010 Reserve for Loan	754,000	754,000	-
-	-	1,132,133	Total - Contingencies & Reserve	1,239,062	1,239,062	-
2,141,891	2,209,261	4,450,525	Expenditures Total	4,646,715	4,646,715	-
371,886	447,432	-	Fund Net: 470 - Water Fund	-	-	-

Sewer Fund – 472

Fund/Fund Number: Sewer - 472
Department/Department Number: Sewer - 621
Department Director: Dan Brown

Description of purpose/functions of department:

This section within the Public Works Department provides administration, operations and maintenance of the Wastewater Treatment Plant; Sanitary, Storm & Surface Water Collection System of the City's wastewater system and storm sewer system. The Wastewater Treatment Department is responsible for activities centered at the treatment plant, including the natural treatment processes. Activities include treatment operations, reuse operations, biosolids operations, pre-treatment program and laboratory services and maintenance. The Sanitary, Storm & Surface Water Collection Department is responsible for sanitary sewer main collection activities, infiltration/inflow practices as required by Department of Environmental Quality and storm water activities, best management practices as required by Total Maximum Daily Load Implementation Plan, Storm and Surface Water Management Plan. The department is responsible for maintenance of approximately 60 miles of various size sanitary sewer mains, nine remote pump stations, approximately 59 miles of various size storm sewer mains, three regional detention facilities and the surface conveyance system of Mill Creek and Senecal and there numerous tributaries.

Description of department, including number of personnel:

The section under the direction of the Water Resources Division Manager is supervised by the Wastewater Treatment Plant Section Supervisor and the Sanitary, Storm & Surface Water Collection Section Supervisor. The department is organized to provide both operations and maintenance with clerical administrative support. The section currently has 16 full time employees, including the sewerline maintenance/storm group.

Description of FY 2012-13 accomplishments:

- Completed Recycle Water Use Plan. Submitted to DEQ for approval in conjunction with the NDPES discharge permit renewal.
- Completed Biosolids Management Plan, Submitted to DEQ for approval in conjunction with the NDPES discharge permit renewal.
- Submitted and continue to work with DEQ on the NPDES discharge permit renewal
- Completed Final Design plans for MAO improvements, Treatment Plant Upgrades and Natural Treatment System. Submitted to DEQ for approval end of January, currently under review. DEQ approval process is on hold due to legal challenges beyond the Cities control, once approved the first phase will be Bid, treatment plant upgrades and lagoon wetlands
- Prepared and provided to customers the second Woodburn Water Works newsletter, the third edition is being prepared for release this month.
- Completed Biosolids Land Application in conjunction with site authorization with a local farm operation, IOKA Farms. This year we dredged, processed and land applied 769 dry tons of material on approximately 225 acres.
- Completed annual Biosolids, Water Reuse Report to DEQ
- Completed communication tower capital improvement project.
- Video inspected 12 miles of Collection System piping
- High Pressure cleaned 18 miles of Collection System piping
- Completed annual I/I report to DEQ
- Completed Annual Storm Water Management, TMDL annual report to DEQ
- Clean 15% of the Storm Water System, piping, conveyance and inlets

- Conducted internal training on BMP to reduce pollutants in maintenance activities.
- Installed approximately 250 Storm Water Inlet markers, Don't Pollute. The markers were placed in conjunction with the Boy Scouts as an Eagle Scout project.
- Participated in numerous Public Outreach Events, Oregon Earth Day, River Ranger Program, Pudding River Watershed education events, Day of the Child, Treatment Plant Tours, etc.

Description of FY 2013-14 proposed focus/goals:

- Award, Construct First Phase of MAO Wastewater Treatment Plant, Natural Treatment System Upgrades
- Complete Final Design, DEQ approval, Award contract and Construct Second Phase of MAO compliance improvements, Floodplain Wetlands and Outfall.
- Complete Poplar Harvest and Replant, over next two years.
- Complete Biosolids seasonal dredging and off-site land application
- Complete NPDES discharge permit renewal.
- Video Inspect 12 Miles of the City Collection System
- High Pressure Clean 15 Miles of the City Collection System
- Continue Inflow & Infiltration (I&I) removal, and annual reporting to DEQ
- Continue to implement BMP and control measures per the Storm Water Management TMDL implementation plan, to included developing a better defined Erosion Control and Illicit Discharge program.
- Clean 15% of the Storm Water System
- Install Storm Water Inlet markers, Don't Pollute, currently working with Boy Scouts to implement
- Prepare and submit to DEQ annual Storm Water Management, TMDL annual report to DEQ.
- Continue Participating in Public Outreach Events.

Description of major difference(s) between FY 2012-13 and FY 2013-14:

A 5 percent budget reduction has been accomplished by an across the board reduction in material and services expenditures, and significant reductions in Capital Outlay and Equipment Replacement. The budget reduction has been implemented to assist the fund in absorbing the General Fund ROW Charge on sales revenue

Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Sewer Fund						
Revenues						
507,711	519,488	612,000	Fund Balance	3,779,000	3,779,000	
2,883,734	3,066,833	6,553,084	Charges for Goods and Services	7,030,000	7,030,000	
-	700	-	Fines and Forfeits	-	-	
3,791	7,705	6,000	Miscellaneous Revenue	14,200	14,200	
85,442	-	-	Other Financing Sources	-	-	
-	8,724	2,944,724	Transfers In	-	-	
3,480,678	3,603,450	10,115,808	Revenues Total	10,823,200	10,823,200	
Expenditures						
1,227,105	1,342,692	1,835,229	Personnel Services	1,954,268	1,954,268	
887,650	879,532	1,047,902	Materials & Services	1,472,684	1,472,684	
60,551	42,972	142,097	Capital Outlay	79,584	79,584	
-	1,634	2,963,998	Debt Service	3,309,712	3,309,712	
785,884	695,000	376,438	Transfers Out	173,593	173,593	
-	-	3,750,144	Contingencies and Reserve	3,833,359	3,833,359	
2,961,190	2,961,830	10,115,808	Expenditures Total	10,823,200	10,823,200	
519,488	641,619	-	Revenue Over (Under) Expenditures	-	-	

Revenue Sources and Other Discussion

Charges for Goods and Services represent the major revenue source for the Sewer Fund and are fees collected for sewer services provided to City residents

The **Materials & Services** increase is caused by the General Right of Way charge implemented for FY 2013-14.

For further information regarding debt and **Debt Service** see Debt Overview on page 241. A reserve for debt service \$2,892,724 must also be maintained in relation to the debt service.

The **Transfers Out** amount of \$173,593 includes \$70,259 to the Equipment Replacement Fund for future needs and \$90,000 to the Street Fund for street sweeping costs. The remaining \$13,334 represents a payment of \$6,667 to the Street SDC Fund and an equal payment to the Water Cap Construction Fund for repayment of a prior year inter-fund loan. For a summary of all Transfers In and Transfers Out for FY 2013-14 see Budgeted Transfers on page 249.

Fund Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 472 - Sewer Fund							
Revenues							
Department: 000 - Revenue							
Fund Balance							
357,891	519,488	612,000	3081	Beginning Fund Balance	3,779,000	3,779,000	-
357,891	519,488	612,000	Total - Fund Balance		3,779,000	3,779,000	-
Charges for Goods and Services							
121,113	79,689	80,000	3434.112	Late Fees	80,000	80,000	-
2,720,361	2,890,813	6,373,084	3435.101	Sewer System Revenue	6,850,000	6,850,000	-
102,817	96,331	100,000	3435.103	Septage Dumping	100,000	100,000	-
2,944,290	3,066,833	6,553,084	Total - Charges for Goods and Services		7,030,000	7,030,000	-
Fines and Forfeits							
-	700	-	3535	Sewer Discharge Fines	-	-	-
-	700	-	Total - Fines and Forfeits		-	-	-
Interest from Investments							
2,206	3,302	4,000	3611	Interest from Investments	12,200	12,200	-
1,586	4,403	2,000	3699	Other Miscellaneous Income	2,000	2,000	-
3,791	7,705	6,000	Total - Miscellaneous Revenue		14,200	14,200	-
Other Financing Sources							
85,442	-	-	3811	Interfund Loan Proceeds	-	-	-
85,442	-	-	Total - Other Financing Sources		-	-	-
Transfers In							
-	8,724	-	3971.461	Transfer From Sewer CIP	-	-	-
-	-	2,892,724	3971.465	Transfer From Sewer Construction	-	-	-
-	-	52,000	3971.478	Transfer From Stormwater	-	-	-
-	8,724	2,944,724	Total - Transfers In		-	-	-
3,391,415	3,603,449	10,115,808	Revenues Total		10,823,200	10,823,200	-

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget		Account Description	Proposed	Approved	Adopted
				Fund: 472 - Sewer Fund			
				Expenditures			
				Department: 621 - Sewer			
				Program: 6511 - WWTP Operation			
				Personnel Services			
701,424	753,368	851,750	5111	Regular Wages	939,736	939,736	-
4,595	-	5,000	5112	Part-Time Wages	4,707	4,707	-
9,961	9,677	21,000	5121	Overtime	20,808	20,808	-
324	323	501	5211	OR Workers' Benefit	476	476	-
52,552	56,003	67,148	5212	Social Security	73,252	73,252	-
137,870	152,147	203,976	5213	Med, Den, Life Ins.	196,746	196,746	-
93,303	136,350	205,081	5214	Retirement	218,927	218,927	-
2,585	2,702	3,529	5215	Long Term Disability Ins	3,821	3,821	-
2,088	6,858	14,483	5216	Unemployment Insurance	12,549	12,549	-
1,527	1,602	2,212	5217	Life Insurance	1,995	1,995	-
1,006,228	1,119,031	1,374,680	Total - Personnel Services		1,473,017	1,473,017	-
				Materials & Services			
3,000	382	3,000	5315	Computer Supplies	1,500	1,500	-
3,746	1,967	4,000	5319	Other Office Supplies	2,500	2,500	-
1,480	316	1,500	5322	Lubricants	1,200	1,200	-
9,824	7,392	12,000	5323	Fuel	14,000	14,000	-
1,641	1,600	4,000	5324	Clothing	4,000	4,000	-
4,703	5,930	8,500	5326	Safety/Medicines	7,500	7,500	-
19,688	3,282	15,000	5327	Chemicals	15,000	15,000	-
12,913	16,993	16,000	5328	Lab Supplies	16,000	16,000	-
3,000	17,010	3,500	5329	Other Operating Supplies	3,000	3,000	-
2,822	2,500	-	5331	Construction Materials	-	-	-
9,104	8,180	10,000	5335	Electrical Supplies	10,000	10,000	-
-	1,761	11,000	5336	HVAC	11,000	11,000	-
484	360	1,200	5338	Tools	1,300	1,300	-
-	-	3,000	5352	Protective Clothing	3,000	3,000	-
7,326	8,750	12,000	5384	Trees	12,000	12,000	-
6,679	-	5,000	5392	Security Supplies	4,500	4,500	-
-	-	10,000	5411	Engineering & Architect	7,000	7,000	-
25,593	12,889	9,500	5419	Other Professional Serv	25,000	25,000	-
-	-	16,000	5419.501	Testing/Lab	21,000	21,000	-
5,107	3,516	15,000	5419.707	Educ Outreach	7,000	7,000	-
15,405	16,553	16,000	5421	Telephone/Data	16,000	16,000	-
637	534	800	5422	Postage	20,800	20,800	-
3,597	3,234	8,000	5427	Training	6,500	6,500	-
7,923	7,136	5,000	5429	Other Communication Serv	5,000	5,000	-
1,059	726	2,000	5431	Lodging	1,500	1,500	-
206	274	700	5432	Meals	700	700	-
45	-	400	5433	Mileage	400	400	-
1,218	2,084	2,500	5443	Office Equipment	2,000	2,000	-
934	1,875	5,000	5446	Software Licenses	5,500	5,500	-
37,973	-	-	5448	Internal Rent	-	-	-
22,667	58,191	55,000	5451	Natural Gas	30,000	30,000	-
327,434	314,718	336,000	5453	Electricity	336,000	336,000	-
9,896	9,038	9,000	5454	Solid Waste Disposal	9,500	9,500	-
85,208	70,972	95,000	5471	Equipment Repair & Maint	87,682	87,682	-
7,202	3,817	5,000	5472	Buildings Repairs & Maint	5,000	5,000	-
7,294	4,724	15,000	5475	Vehicle Repair & Maint	5,000	5,000	-
22,528	22,432	15,000	5476	Laundry	15,000	15,000	-

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 472 - Sewer Fund							
5,586	1,573	5,000	5477	Instrumentation & Calibra	5,000	5,000	-
9,144	10,803	11,000	5479	Other Repair & Maintenanc	8,000	8,000	-
3,954	2,454	5,000	5492	Registrations/Tuitions	4,500	4,500	-
-	-	-	5493	Printing/Binding	10,000	10,000	-
26,912	26,313	24,000	5498	Permits/Fees	25,000	25,000	-
20,310	18,528	9,500	5499	Other Services	8,500	8,500	-
734,240	668,806	785,100	Total - Materials & Services		774,082	774,082	-
Capital Outlay							
-	-	4,084	5639	Other Improvements	4,084	4,084	-
-	2,000	2,000	5644	Communications	1,000	1,000	-
36,844	19,835	54,013	5649	Other Equipment	20,000	20,000	-
36,844	21,835	60,097	Total - Capital Outlay		25,084	25,084	-
1,777,312	1,809,672	2,219,877	Program Total: 6511 - WWTP Operation		2,272,183	2,272,183	-
Program: 6599 - Sewer Administration							
Materials & Services							
-	-	-	5409.582	Garage Services	17,318	17,318	-
-	-	-	5410.582	PW Overhead	42,426	42,426	-
-	-	-	5411.582	Engineering Support to PW Services Func	17,680	17,680	-
5,765	6,500	9,000	5414	Accounting/Auditing	9,000	9,000	-
-	-	3,500	5419	Other Professional Serv	3,500	3,500	-
-	-	9,400	5419.003	US Gauging Station Fees	9,400	9,400	-
35,510	37,447	33,702	5428	IS Support	44,100	44,100	-
-	32,004	21,006	5448	Internal Rent	21,959	21,959	-
-	-	-	5449	Other Leases	9,000	9,000	-
-	-	-	5450	General Right of Way Charge	342,500	342,500	-
2,105	-	-	5461	Auto Insurance	-	-	-
8,069	-	-	5463	Bldg/Personal Prop	-	-	-
15,556	30,476	30,476	5464	Workers' Comp	23,797	23,797	-
52,861	33,624	33,624	5465	General Liability	26,256	26,256	-
-	10,035	8,500	5500	Banking Fees & Charges	17,160	17,160	-
119,866	150,086	149,208	Total - Materials & Services		584,096	584,096	-
Debt Service							
-	-	1,865,000	5711	Bond Principle	2,265,153	2,265,153	-
-	1,634	13,335	5714	Interfund Loan	-	-	-
-	-	1,085,663	5721	Bond Interest	1,044,559	1,044,559	-
-	1,634	2,963,998	Total - Debt Service		3,309,712	3,309,712	-
119,866	151,720	3,113,206	Program Total: 6599 - Sewer Administration		3,893,808	3,893,808	-
Program: 9711 - Operating Transfer Out							
Transfers Out							
90,000	90,000	90,000	5811.140	Transfer to Street	90,000	90,000	-
-	70,000	70,000	5811.470	Transfer to Water	-	-	-
235,000	235,000	-	5811.478	Transfer to Surface Water	-	-	-
85,442	-	-	5811.568	Transfer to Information Services	-	-	-
220,000	150,000	66,438	5811.582	Transfer to Public Works Services Fund	-	-	-
70,000	150,000	150,000	5811.591	Transfer to Equipment Replace	70,259	70,259	-
-	-	-	5841.376	Interfund Loan Transfer	6,667	6,667	-
-	-	-	5841.466	Interfund Loan Transfer	6,667	6,667	-
700,442	695,000	376,438	Total - Transfers Out		173,593	173,593	-
700,442	695,000	376,438	Program Total: 9711 - Operating Transfer Out		173,593	173,593	-
2,597,620	2,656,392	5,709,521	Department Total: 621 - Sewer		6,339,584	6,339,584	-

City of Woodburn FY 2013-14 Approved Budget

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 472 - Sewer Fund							
Department: 631 - Maintenance							
Program: 6521 - Sewer Line Maint							
Personnel Services							
143,517	151,031	143,193	5111	Regular Wages	159,116	159,116	-
1,699	1,782	4,250	5121	Overtime	4,381	4,381	-
74	75	114	5211	OR Workers' Benefit	91	91	-
10,953	11,354	11,279	5212	Social Security	12,508	12,508	-
25,520	29,521	32,832	5213	Med, Den, Life Ins.	30,926	30,926	-
18,522	27,651	38,725	5214	Retirement	36,358	36,358	-
489	546	593	5215	Long Term Disability Ins	652	652	-
429	1,375	2,433	5216	Unemployment Insurance	2,127	2,127	-
297	327	372	5217	Life Insurance	342	342	-
201,500	223,662	233,791	Total - Personnel Services		246,501	246,501	-
Materials & Services							
260	423	500	5319	Other Office Supplies	400	400	-
49	27	200	5321	Cleaning Supplies	150	150	-
6,453	10,704	8,500	5323	Fuel	12,000	12,000	-
2,944	700	1,000	5324	Clothing	1,000	1,000	-
1,497	1,491	1,500	5326	Safety/Medicines	1,200	1,200	-
3,672	4,644	5,000	5329	Other Operating Supplies	5,000	5,000	-
312	-	500	5333	Paint	250	250	-
500	476	1,000	5338	Tools	750	750	-
1,887	1,877	2,000	5352	Protective Clothing	1,900	1,900	-
-	88	150	5379	Other Water/Sewer Supplie	150	150	-
364	-	-	5399	Other Supplies	-	-	-
-	-	-	5409.582	Garage Services	19,322	19,322	-
224	438	1,000	5416	Medical	800	800	-
1,992	908	2,050	5419	Other Professional Serv	900	900	-
1,380	1,601	2,000	5421	Telephone/Data	2,000	2,000	-
117	68	300	5422	Postage	150	150	-
2,970	2,033	3,100	5427	Training	2,100	2,100	-
-	71	400	5445	Work Equipment	350	350	-
6,300	5,162	9,200	5446	Software Licenses	9,200	9,200	-
-	-	1,000	5454	Solid Waste Disposal	750	750	-
10,905	20,708	20,000	5471	Equipment Repair & Maint	7,000	7,000	-
5,590	5,814	5,000	5475	Vehicle Repair & Maint	1,000	1,000	-
-	2,004	2,000	5476	Laundry	2,000	2,000	-
308	1,000	1,000	5492	Registrations/Tuitions	800	800	-
1,379	405	1,821	5499	Other Services	1,468	1,468	-
49,101	60,640	69,221	Total - Materials & Services		70,640	70,640	-
Capital Outlay							
11,817	8,046	50,000	5635	Sewer	40,000	40,000	-
-	2,000	2,000	5644	Communications	-	-	-
11,890	11,091	20,000	5649	Other Equipment	14,500	14,500	-
23,707	21,137	72,000	Total - Capital Outlay		54,500	54,500	-
274,307	305,438	375,012	Program Total: 6521 - Sewer Line Maint		371,641	371,641	-
274,307	305,438	375,012	Department Total: 631 - Maintenance		371,641	371,641	-
Department: 641 - Surface Water/Collections							
Program: 6611 - Surface Water Collection							
Personnel Services							
-	-	142,086	5111	Regular Wages	152,389	152,389	-
-	-	2,000	5121	Overtime	2,191	2,191	-

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 472 - Sewer Fund							
-	-	11,023	5212	Social Security	11,730	11,730	-
-	-	33,970	5213	Med, Den, Life Ins.	29,324	29,324	-
-	-	34,251	5214	Retirement	36,063	36,063	-
-	-	579	5215	Long Term Disability Ins	629	629	-
-	-	2,377	5216	Unemployment Insurance	2,014	2,014	-
-	-	363	5217	Life Insurance	329	329	-
-	-	226,758	Total - Personnel Services		234,750	234,750	-
Materials & Services							
-	-	500	5319	Other Office Supplies	400	400	-
-	-	150	5321	Cleaning Supplies	100	100	-
-	-	2,500	5323	Fuel	6,000	6,000	-
-	-	500	5324	Clothing	500	500	-
-	-	1,000	5325	Ag Supplies	650	650	-
-	-	1,500	5326	Safety/Medicines	1,100	1,100	-
-	-	2,000	5329	Other Operating Supplies	1,700	1,700	-
-	-	100	5333	Paint	50	50	-
-	-	500	5338	Tools	450	450	-
-	-	1,000	5352	Protective Clothing	1,000	1,000	-
-	-	250	5379	Other Water/Sewer Supplie	225	225	-
-	-	100	5416	Medical	100	100	-
-	-	2,500	5419	Other Professional Serv	1,200	1,200	-
-	-	1,500	5421	Telephone/Data	1,500	1,500	-
-	-	100	5422	Postage	50	50	-
-	-	1,600	5427	Training	1,500	1,500	-
-	-	10,274	5428	IS Support	12,600	12,600	-
-	-	100	5445	Work Equipment	75	75	-
-	-	1,000	5454	Solid Waste Disposal	650	650	-
-	-	5,961	5464	Workers' Comp	4,655	4,655	-
-	-	3,938	5465	General Liability	3,075	3,075	-
-	-	2,000	5471	Equipment Repair & Maint	2,000	2,000	-
-	-	1,500	5475	Vehicle Repair & Maint	1,500	1,500	-
-	-	500	5476	Laundry	500	500	-
-	-	500	5492	Registrations/Tuitions	750	750	-
-	-	2,800	5499	Other Services	1,536	1,536	-
-	-	44,373	Total - Materials & Services		43,866	43,866	-
Capital Outlay							
-	-	10,000	5649	Other Equipment	-	-	-
-	-	10,000	Total - Capital Outlay		-	-	-
-	-	281,131	Program Total: 6611 - Surface Water Collection		278,616	278,616	-
-	-	281,131	Department Total: 641 - Surface Water/Collections		278,616	278,616	-
Contingencies and Reserve Balances							
-	-	857,420	5921	Contingency	940,635	940,635	-
-	-	2,892,724	5981.007	Reserve for Debt Service	2,892,724	2,892,724	-
-	-	3,750,144	Total - Contingencies & Reserve		3,833,359	3,833,359	-
2,871,927	2,961,830	10,115,808	Expenditures Total		10,823,200	10,823,200	-
519,488	641,619	-	Fund Net: 472 - Sewer Fund		-	-	-

Capital Construction Funds

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General Cap Const Fund – 358

Fund/Fund Number: General Fund CIP - 358
Department/Department Number: Administration - 121
Department Director: Jim Row

Purpose of fund:

The General Cap Const Fund (formerly General Fund Capital Improvement Fund) is a construction fund for general capital projects, for which no dedicated funding source exists. It primarily supports capital improvement projects for the General Fund supported facilities.

Description of department, including number of personnel:

There are no FTE directly associated with this fund.

Description of FY 2012-13 projects:

- Installed playground at Legion Park

Description of FY 2013-14 projects:

Projects for FY 2013-14 were reviewed carefully to identify those that were preventative and deemed necessary as current funding levels do not allow for non-essential projects. Only four capital projects and a Transfer Out for the heavy duty bus were approved for this fund in this budget.

• Roof & Sally Port at City Hall	City Hall	\$20,000
• Library Door Closers (4)	Library	\$14,000
• Interior Painting	Aquatic Center	\$13,000
• Exterior Painting	Aquatic Center	\$12,000

See Capital Construction Projects on page 250 for information on all capital projects budgeted for FY 2013-14.

Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
General Cap Const Fund						
Revenues						
61,894	(10,487)	200,000	Fund Balance	122,000	122,000	
199,298	-	44,400	Intergovernmental	-	-	
63,399	(516)	2,250	Miscellaneous Revenue	-	-	
25,000	85,506	65,000	Transfers In	-	-	
349,591	74,504	311,650	Revenues Total	122,000	122,000	
Expenditures						
-	-	333	Materials & Services	-	-	
360,078	197,442	111,650	Capital Outlay	59,000	59,000	
-	-	-	Transfers Out	20,000	20,000	
-	-	199,667	Contingencies and Reserve	43,000	43,000	
360,078	197,442	311,650	Expenditures Total	122,000	122,000	
(10,487)	(122,938)	-	Revenue Over (Under) Expenditures	-	-	

Revenue Sources and Other Discussion

As this is a capital construction fund, dedicated to project tracking, this fund does not have an independent revenue source. Revenues for this fund would be project specific transfers from the General Fund or other sources, as funding allows.

The **Capital Outlay** of \$59,000 represents the projects listed on the prior page. See Capital Construction Projects on page 250 for information on all capital projects budgeted for FY 2013-14.

The **Transfers Out** amount of \$20,000 is to the Transit Fund for a portion of the grant matching funds required to purchase the large bus. For a summary of all Transfers In and Transfers Out for FY 2013-14 see Budgeted Transfers on page 249.

Fund Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
			Fund: 358 - General Cap Const Fund				
			<u>Revenues</u>				
			Department: 000 - Revenue				
			Fund Balance				
83,708	(10,486)	200,000	3081	Beginning Fund Balance	122,000	122,000	-
83,708	(10,486)	200,000	Total - Fund Balance		122,000	122,000	-
			Intergovernmental				
199,299	-	44,400	3341	State Grants	-	-	-
199,299	-	44,400	Total - Intergovernmental		-	-	-
(355)	(516)	-	3611	Interest from Investments	-	-	-
390	1,364	2,250	3699	Other Miscellaneous Income	-	-	-
63,364	-	-	3881	Reimbursements	-	-	-
63,399	848	2,250	Total - Miscellaneous Revenue		-	-	-
			Transfers In				
25,000	10,000	40,000	3971.001	Transfer From General Fund	-	-	-
-	74,143	-	3971.092	Transfer From Gen'l Op Reserve	-	-	-
-	-	25,000	3971.364	Transfer From Parks SDC	-	-	-
25,000	84,143	65,000	Total - Transfers In		-	-	-
371,406	74,505	311,650	Revenues Total		122,000	122,000	-
			<u>Expenditures</u>				
			Department: 121 - Administration				
			Program: 9531 - Construction				
			Materials & Services				
-	-	333	5419	Other Professional Serv	-	-	-
-	-	333	Total - Materials & Services		-	-	-
			Capital Outlay				
862	-	-	5621	Administrative	-	-	-
8,415	-	-	5621.042	Remodel FD Office	-	-	-
-	-	-	5622	Libraries	14,000	14,000	-
9,230	6,891	-	5623.001	Pool Resurfacing	-	-	-
100,243	43	-	5623.044	Pool Roof	-	-	-
-	190,299	-	5623.045	Pool Plaster	-	-	-
-	-	40,000	5623.046	Pool Projects	25,000	25,000	-
63,143	208	-	5637.009	Greenway	-	-	-
-	-	71,650	5637.042	Legion Park Playground	-	-	-
200,000	-	-	5637.043	Centennial Park	-	-	-
-	-	-	5639	Other Improvements	20,000	20,000	-
381,893	197,442	111,650	Total - Capital Outlay		59,000	59,000	-
381,893	197,442	111,983	Program Total: 9531 - Construction		59,000	59,000	-
			Program: 9711 - Operating Transfer Out				
			Transfers Out				
-	-	-	5811.110	Transfer to Transit	20,000	20,000	-
-	-	-	Total - Transfers Out		20,000	20,000	-
-	-	-	Program Total: 9711 - Operating Transfer Out		20,000	20,000	-
381,893	197,442	111,983	Department Total: 121 - Administration		79,000	79,000	-

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Fund: 358 - General Cap Const Fund			
			Contingencies and Reserve Balances			
-	-	199,667	5921 Contingency	-	-	-
-	-	-	5981.005 Reserve for Future Construction	43,000	43,000	-
-	-	199,667	Total - Contingencies & Reserve	43,000	43,000	-
381,893	197,442	311,650	Expenditures Total	122,000	122,000	-
(10,486)	(122,937)	-	Fund Net: 358 - General Cap Const Fund	-	-	-

Street & Storm Cap Const Fund – 363

Fund/Fund Number: Street/Storm Cap Imp - 363
Department/Department Number: Maintenance - 631
Department Director: Dan Brown

Description of purpose/functions of department:

The purpose of this fund is for tracking Street, including sidewalks, or Storm Capital Improvement Projects projects.

Description of department, including number of personnel:

There are no personnel services costs associated with this fund.

Description of FY 2012-13 accomplishments:

- North Front Street interim road improvement was completed with use of State STP monies. This was done to prepare for alternate routes when the interchange construction begins in summer of 2013
- Start of storm sewer relocation work in the vicinity of the interchange prior road construction by the State in the summer of 2013
- Completed several safety sidewalk/ADA improvements

Description of FY 2013-14 proposed focus/goals:

- Sidewalk construction on N. Front Street across the ramp from Hwy. 214 to Bulldog Avenue, which goes to Woodburn High School
- Major street surface improvement of Ogle Street from Cleveland Street to South Boones Ferry Road with sidewalks along the east side for safe pedestrian movements.
- Street restoration on several fair and poor rated streets
- Storm culvert restoration along Mill Creek under the Willamette Railroad Crossing near Cleveland Street
- Storm line relocation in the vicinity of the interchange prior to road construction by the State.
- Country Club Court will be restored to be able to handle additional traffic flow due to Interchange work by ODOT.
- ODOT plans improvements to the intersection of Hwy. 99E and Young Street. Water and sewer utility improvements will be done as well as installation of approximately 1,700 square feet of new sidewalk.

Description of major difference(s) between FY 2012-13 and FY 2013-14:

The major budget difference between FY 2012-13 and FY 2013-14 is that all revenues from City Gas Tax, PGE Privilege Tax and NW Natural Privilege Tax that were originally shown in Street & Storm Cap Const Fund are now in the Street Fund.

Capital construction projects will be budgeted in the Street & Storm Cap Const Fund and as funds are expended then transfers will be made from the Street Fund to cover those costs as they are spent.

State STP funds were not shown in the budget but are available when needed for street improvement projects.

Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Street & Storm Cap Const Fund						
Revenues						
417,651	531,319	615,000	Fund Balance	25,000	25,000	
347,621	326,913	435,000	Taxes	-	-	
-	-	924,111	Intergovernmental	-	-	
1,248	8,142	2,000	Miscellaneous Revenue	-	-	
-	-	869,928	Transfers In	1,164,600	1,164,600	
766,520	866,374	2,846,039	Revenues Total	1,189,600	1,189,600	
Expenditures						
76,470	104,327	1,184	Materials & Services	-	-	
158,731	87,696	2,676,333	Capital Outlay	1,189,600	1,189,600	
-	-	168,522	Contingencies and Reserve	-	-	
235,201	192,023	2,846,039	Expenditures Total	1,189,600	1,189,600	
531,319	674,351	-	Revenue Over (Under) Expenditures	-	-	

Revenue Sources and Other Discussion

As this is a capital construction fund, dedicated to project tracking, this fund does not have an independent revenue source. Revenues for this fund would be project specific transfers.

Transfers In of \$1,164,600 represents funding for current year Capital Outlay projects. The Transfers In amount is less than total Capital Outlay because the fund is expected to have a beginning balance. For a summary of all Transfers In and Transfers Out for FY 2013-14 see Budgeted Transfers on page 249.

The **Capital Outlay** of \$1,189,600 represents the cost of projects budgeted from this fund for FY 2013-14. For further information regarding project detail, see Capital Construction Projects on page 250 for information on all capital projects budgeted in all funds for FY 2013-14.

Fund Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 363 - Street & Storm Cap Const Fund							
Revenues							
Department: 000 - Revenue							
Fund Balance							
417,651	531,319	615,000	3081	Beginning Fund Balance	25,000	25,000	-
417,651	531,319	615,000	Total - Fund Balance		25,000	25,000	-
Taxes							
251,921	273,376	240,000	3141	Privilege Tax, PGE	-	-	-
95,700	53,537	75,000	3142	Privilege Tax, NW Natural	-	-	-
-	-	120,000	3171	City Gas Tax	-	-	-
347,621	326,913	435,000	Total - Taxes		-	-	-
Intergovernmental							
-	-	924,111	3333.001	DoT Fund Exchange	-	-	-
-	-	924,111	Total - Intergovernmental		-	-	-
Interest from Investments							
1,248	1,931	2,000	3611	Interest from Investments	-	-	-
-	6,211	-	3699	Other Miscellaneous Income	-	-	-
1,248	8,142	2,000	Total - Miscellaneous Revenue		-	-	-
Transfers In							
-	-	-	3971.140	Transfer From Street	1,139,600	1,139,600	-
-	-	278,000	3971.169	Transfer From City Gas Tax	-	-	-
-	-	204,547	3971.360	Transfer From Special Assessment Fund	-	-	-
-	-	387,381	3971.376	Transfer From Street/Storm SDC	25,000	25,000	-
-	-	869,928	Total - Transfers In		1,164,600	1,164,600	-
766,520	866,374	2,846,039	Revenues Total		1,189,600	1,189,600	-

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description		FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Fund: 363 - Street & Storm Cap Const Fund				
			<u>Expenditures</u>				
			Department: 631 - Maintenance				
			Program: 9511 - Design Engineering				
			Materials & Services				
39,503	48,516	-	5411	Engineering & Architect	-	-	-
250	-	-	5498	Permits/Fees	-	-	-
39,753	48,516	-	Total - Materials & Services		-	-	-
39,753	48,516	-	Program Total: 9511 - Design Engineering		-	-	-
			Program: 9512 - Construction Eng				
			Materials & Services				
17,360	49,441	-	5411	Engineering & Architect	-	-	-
17,360	49,441	-	Total - Materials & Services		-	-	-
17,360	49,441	-	Program Total: 9512 - Construction Eng		-	-	-
			Program: 9521 - Right of Way				
			Materials & Services				
-	122	-	5496	Filing/Recording	-	-	-
-	122	-	Total - Materials & Services		-	-	-
			Capital Outlay				
-	-	-	5611	Land	-	-	-
-	-	10,000	5612	Easements	-	-	-
-	-	10,000	Total - Capital Outlay		-	-	-
-	122	10,000	Program Total: 9521 - Right of Way		-	-	-
			Program: 9531 - Construction				
			Materials & Services				
19,357	5,555	-	5419	Other Professional Serv	-	-	-
-	693	1,184	5500	Banking Fees & Charges	-	-	-
19,357	6,248	1,184	Total - Materials & Services		-	-	-
			Capital Outlay				
59,924	82,628	2,078,952	5631	Streets/Alleys/Sidewalks	1,010,600	1,010,600	-
98,806	5,068	587,381	5636	Storm Drains	179,000	179,000	-
158,731	87,696	2,666,333	Total - Capital Outlay		1,189,600	1,189,600	-
178,087	93,944	2,667,517	Program Total: 9531 - Construction		1,189,600	1,189,600	-
235,201	192,023	2,677,517	Department Total: 631 - Maintenance		1,189,600	1,189,600	-
			Contingencies and Reserve Balances				
-	-	168,522	5921	Contingency	-	-	-
-	-	168,522	Total - Contingencies & Reserve		-	-	-
235,201	192,023	2,846,039	Expenditures Total		1,189,600	1,189,600	-
531,319	674,351	-	Fund Net: 363 - Street & Storm Cap Const Fund		-	-	-

Sewer Cap Const Fund – 465

Fund/Fund Number: WWTP Construction - 465
Department/Department Number: Sewer - 621
Department Director: Dan Brown

Description of purpose/functions of department:

The purpose of this fund is for major capital improvements to the City's Waste Water Treatment Plant and sewer collection systems.

Description of department, including number of personnel:

There are no personnel associated with this fund.

Description of FY 2012-13 accomplishments:

- Completed another year of the Biosolids removal and land applications
- Completed the Communication tower construction at the WWTP
- Construction of the Lab HVAC upgrade will be completed by end of the fiscal year
- VAC truck was ordered in January 2013 to replace existing VAC truck
- Begin sewer line relocation project near the interchange prior to road construction by the State by awarding the first of several contracts.
- Completed air release valve upgrade on the sewer Force Main

Description of FY 2013-14 proposed focus/goals:

- Primary focus will be on relocating city sewer lines in the area of the interchange prior to road construction work by the State
- Sewer utility upgrades in the vicinity of Hwy. 99E and Young Street intersection prior to road construction work by the State to improve the signal and intersection for better turning movements
- Start of construction of POTW Phase 2A/Natural Treatment system
- Replace identified sewer collection system piping

Description of major difference(s) between FY 2012-13 and FY 2013-14:

- There are no direct sewer revenues received in Sewer Cap Const Fund 465. All revenues go into Sewer Fund 472. There is enough reserve in this fund to cover the planned projects on the Capital Projects list for FY 2013-14, without having to transfer funds from the Sewer Fund 472.
- The debt service and debt service reserve was transferred to the Sewer Fund 472 in FY 2012-13.

See Capital Construction Projects on page 250 for information on all capital projects budgeted for FY 2013-14.

Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Sewer Cap Const Fund						
Revenues						
89,381	28,718	16,400,000	Fund Balance	17,000,000	17,000,000	
2,721,203	3,101,696	-	Charges for Goods and Services	-	-	
1,286	105,199	85,000	Miscellaneous Revenue	105,100	105,100	
635,895	37,179,643	-	Other Financing Sources	-	-	
-	-	147,153	Transfers In	-	-	
3,447,765	40,415,255	16,632,153	Revenues Total	17,105,100	17,105,100	
Expenditures						
530,936	1,032,139	6,839	Materials & Services	-	-	
547,863	439,110	13,732,590	Capital Outlay	2,635,200	2,635,200	
2,340,248	21,369,318	-	Debt Service	-	-	
-	-	2,892,724	Transfers Out	-	-	
-	-	-	Contingencies and Reserve	14,469,900	14,469,900	
3,419,047	22,840,568	16,632,153	Expenditures Total	17,105,100	17,105,100	
28,718	17,574,688	-	Revenue Over (Under) Expenditures	-	-	

Revenue Sources and Other Discussion

As this is a capital construction fund, dedicated to project tracking, this fund does not have an independent revenue source. Typically revenues for this fund would be project specific transfers, interest from the fund cash balance, and proceeds of inter-fund loan repayment. Since the funds for the project are already in the fund there are no Transfers In budgeted.

The **Capital Outlay** of \$2,635,200 represents the current year cost of projects budgeted from this fund for FY 2013-14. This is a portion of a very large project that will be completed using additional dollars from this fund. The City is waiting on approval from the Department of Environmental Quality to proceed on wastewater treatment plant expansion. For further information regarding project detail, see Capital Construction Projects on page 250 for information on all capital projects budgeted in all funds for FY 2013-14.

Fund Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 465 - Sewer Cap Const Fund							
Revenues							
Department: 000 - Revenue							
Fund Balance							
89,381	28,718	16,400,000	3081	Beginning Fund Balance	17,000,000	17,000,000	-
89,381	28,718	16,400,000	Total - Fund Balance		17,000,000	17,000,000	-
Charges for Goods and Services							
-	(71,597)	-	3435	Sewer Revenue	-	-	-
2,721,203	3,173,293	-	3435.102	Service Chg-95-6 Increase	-	-	-
2,721,203	3,101,696	-	Total - Charges for Goods and Services		-	-	-
Interest from Investments							
1,286	40,727	85,000	3611	Interest from Investments	105,100	105,100	-
-	64,472	-	3699	Other Miscellaneous Income	-	-	-
1,286	105,199	85,000	Total - Miscellaneous Revenue		105,100	105,100	-
Other Financing Sources							
-	37,179,643	-	3916	Note Proceeds	-	-	-
635,895	-	-	3918.102	State Loan-Revolving Fd	-	-	-
635,895	37,179,643	-	Total - Other Financing Sources		-	-	-
Transfers In							
-	-	147,153	3971.475	Transfer From Sewer SDC	-	-	-
-	-	147,153	Total - Transfers In		-	-	-
3,447,765	40,415,255	16,632,153	Revenues Total		17,105,100	17,105,100	-

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Fund: 465 - Sewer Cap Const Fund			
			<u>Expenditures</u>			
			Department: 621 - Sewer			
			Program: 9111 - Debt Service			
			Materials & Services			
-	281,452	-	5499.999 Bond Issuance Costs	-	-	-
-	281,452	-	Total - Materials & Services	-	-	-
			Debt Service			
1,601,114	20,531,208	-	5711 Bond Principle	-	-	-
739,134	838,110	-	5712 Note Principle	-	-	-
2,340,248	21,369,318	-	Total - Debt Service	-	-	-
2,340,248	21,650,770	-	Program Total: 9111 - Debt Service	-	-	-
			Program: 9511 - Design Engineering			
			Materials & Services			
522,637	749,478	-	5411 Engineering & Architect	-	-	-
522,637	749,478	-	Total - Materials & Services	-	-	-
522,637	749,478	-	Program Total: 9511 - Design Engineering	-	-	-
			Program: 9512 - Construction Eng			
			Materials & Services			
8,057	1,209	-	5411 Engineering & Architect	-	-	-
8,057	1,209	-	Total - Materials & Services	-	-	-
8,057	1,209	-	Program Total: 9512 - Construction Eng	-	-	-
			Program: 9521 - Right of Way			
			Capital Outlay			
8,780	8,574	-	5611 Land	-	-	-
8,780	8,574	-	Total - Capital Outlay	-	-	-
8,780	8,574	-	Program Total: 9521 - Right of Way	-	-	-
			Program: 9531 - Construction			
			Materials & Services			
243	-	6,839	5419 Other Professional Serv	-	-	-
243	-	6,839	Total - Materials & Services	-	-	-
			Capital Outlay			
539,083	430,536	13,732,590	5635 Sewer	2,635,200	2,635,200	-
539,083	430,536	13,732,590	Total - Capital Outlay	2,635,200	2,635,200	-
539,326	430,536	13,739,429	Program Total: 9531 - Construction	2,635,200	2,635,200	-

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Fund: 465 - Sewer Cap Const Fund			
			Program: 9711 - Operating Transfer Out			
			Transfers Out			
-	-	2,892,724	5811.472 Transfer to Sewer	-	-	-
-	-	2,892,724	Total - Transfers Out	-	-	-
-	-	2,892,724	Program Total: 9711 - Operating Transfer Out	-	-	-
3,419,047	22,840,568	16,632,153	Department Total: 621 - Sewer	2,635,200	2,635,200	-
			Contingencies and Reserve Balances			
-	-	-	5981.005 Reserve for Future Construction	14,469,900	14,469,900	-
-	-	-	Total - Contingencies & Reserve	14,469,900	14,469,900	-
3,419,047	22,840,568	16,632,153	Expenditures Total	17,105,100	17,105,100	-
28,718	17,574,688	-	Fund Net: 465 - Sewer Cap Const Fund	-	-	-

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Water Cap Const Fund – 466

Fund/Fund Number: Water Well/Dist Const. - 466
Department/Department Number: Water - 611
Department Director: Dan Brown

Description of purpose/functions of department:

This fund is used for major water construction projects. Funds supporting these projects are from 35% of the water revenues received from utility billing. Besides construction projects there are annual loan payments which are made for the completed construction of three (3) water treatment plants.

Description of department, including number of personnel:

There are no direct personnel costs associated with this fund.

Description of FY 2012-13 accomplishments:

- Completed waterline bore under Hwy. 214 near Mill Creek and loop to Front Street
- Began relocation of waterlines in the interchange area prior to construction by awarding the first of several contracts to complete this work.

Description of FY 2013-14 proposed focus/goals:

- Primary focus will be relocating water lines near the interchange prior to road improvements by the State.
- Utility upgrades at the intersection of Hwy. 99E and Young Street prior to road & signal improvements by the State.

Description of major difference(s) between FY 2012-13 and FY 2013-14:

The transfer from Water SDC Fund 474 was reversed in FY 2012-13 and won't be done in FY 2013-14. There are no direct revenues received in Water Cap Const Fund 466. All revenues go into Water Fund 470. There is enough reserve in this fund to cover the planned projects on the Capital Project list for FY 2013-14, without having to transfer funds from the Water Fund 470.

See Capital Construction Projects on page 250 for information on all capital projects budgeted for FY 2013-14.

Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Water Cap Const Fund						
Revenues						
5,657,028	4,619,321	4,835,000	Fund Balance	4,500,000	4,500,000	
1,514,990	1,074,732	-	Charges for Goods and Services	-	-	
13,593	44,548	8,000	Miscellaneous Revenue	26,800	26,800	
1,996,700	4,804	39,222	Other Financing Sources	-	-	
-	-	485,439	Transfers In	93,995	93,995	
9,182,311	5,743,404	5,367,661	Revenues Total	4,620,795	4,620,795	
Expenditures						
463,469	115,294	4,000	Materials & Services	-	-	
2,686,250	353,607	3,975,215	Capital Outlay	733,974	733,974	
1,157,346	1,155,416	-	Debt Service	-	-	
255,925	-	754,000	Transfers Out	65,000	65,000	
-	-	634,446	Contingencies and Reserve	3,821,821	3,821,821	
4,562,991	1,624,318	5,367,661	Expenditures Total	4,620,795	4,620,795	
4,619,321	4,119,086	-	Revenue Over (Under) Expenditures	-	-	

Revenue Sources and Other Discussion

As this is a capital construction fund, dedicated to project tracking, this fund does not have an independent revenue source. Revenues for this fund would be project specific transfers, interest from the fund cash balance, and proceeds of inter-fund loan repayment.

Transfers In of \$39,221 represents repayment from the General Fund, Water Fund, and Sewer Fund for an inter-fund loan for the City's accounting and utility billing system. The fund has such a large beginning balance that there are no Transfers In needed for projects in FY 2013-14. For a summary of all Transfers In and Transfers Out for FY 2013-14 see Budgeted Transfers on page 249.

The **Capital Outlay** of \$733,974 represents the current year cost of projects budgeted from this fund for FY 2013-14. For further information regarding project detail, see Capital Construction Projects on page 250 for information on all capital projects budgeted in all funds for FY 2013-14.

Transfers Out of \$65,000 represents an inter-fund loan budgeted for the Building Inspection Fund. An inter-fund loan is budgeted in case the Building Inspection Fund needs support and the transfer will only occur if needed. For a summary of all Transfers In and Transfers Out for FY 2013-14 see Budgeted Transfers on page 249.

Fund Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 466 - Water Cap Const Fund							
Revenues							
Department: 000 - Revenue							
Fund Balance							
5,657,028	4,619,321	4,835,000	3081	Beginning Fund Balance	4,500,000	4,500,000	-
5,657,028	4,619,321	4,835,000	Total - Fund Balance		4,500,000	4,500,000	-
Charges for Goods and Services							
1,514,990	1,074,732	-	3434.101	Water Sales Revenue	-	-	-
1,514,990	1,074,732	-	Total - Charges for Goods and Services		-	-	-
Interest from Investments							
13,593	14,090	8,000	3611	Interest from Investments	26,800	26,800	-
-	30,457	-	3699	Other Miscellaneous Income	-	-	-
13,593	44,547	8,000	Total - Miscellaneous Revenue		26,800	26,800	-
Other Financing Sources							
-	4,804	39,222	3811.123	Interfund Loan From Building	-	-	-
1,996,700	-	-	3918	Loan Proceeds	-	-	-
1,996,700	4,804	39,222	Total - Other Financing Sources		-	-	-
Transfers In							
-	-	-	3971.470	Transfer From Water	14,774	14,774	-
-	-	485,439	3971.474	Transfer From Water SDC	40,000	40,000	-
-	-	-	3972	Interfund Loan Transfer	39,221	39,221	-
-	-	485,439	Total - Transfers In		93,995	93,995	-
9,182,311	5,743,403	5,367,661	Revenues Total		4,620,795	4,620,795	-

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Fund: 466 - Water Cap Const Fund			
			<u>Expenditures</u>			
			Department: 611 - Water			
			Program: 9111 - Debt Service			
			Debt Service			
576,106	596,127	-	5711 Bond Principle	-	-	-
581,241	559,290	-	5721 Bond Interest	-	-	-
1,157,346	1,155,416	-	Total - Debt Service	-	-	-
1,157,346	1,155,416	-	Program Total: 9111 - Debt Service	-	-	-
			Program: 9511 - Design Engineering			
			Materials & Services			
197,468	67,861	-	5411 Engineering & Architect	-	-	-
197,468	67,861	-	Total - Materials & Services	-	-	-
197,468	67,861	-	Program Total: 9511 - Design Engineering	-	-	-
			Program: 9512 - Construction Eng			
			Materials & Services			
264,585	30,479	-	5411 Engineering & Architect	-	-	-
264,585	30,479	-	Total - Materials & Services	-	-	-
264,585	30,479	-	Program Total: 9512 - Construction Eng	-	-	-
			Program: 9531 - Construction			
			Materials & Services			
1,417	16,955	4,000	5419 Other Professional Serv	-	-	-
1,417	16,955	4,000	Total - Materials & Services	-	-	-
			Capital Outlay			
2,686,250	353,607	3,975,215	5634 Water	733,974	733,974	-
2,686,250	353,607	3,975,215	Total - Capital Outlay	733,974	733,974	-
2,687,666	370,562	3,979,215	Program Total: 9531 - Construction	733,974	733,974	-
			Program: 9711 - Operating Transfer Out			
			Transfers Out			
-	-	-	5811.123 Transfer to Building	65,000	65,000	-
-	-	754,000	5811.470 Transfer to Water	-	-	-
255,925	-	-	5811.915 Transfer Out	-	-	-
255,925	-	754,000	Total - Transfers Out	65,000	65,000	-
255,925	-	754,000	Program Total: 9711 - Operating Transfer Out	65,000	65,000	-
4,562,991	1,624,318	4,733,215	Department Total: 611 - Water	798,974	798,974	-
			Contingencies and Reserve Balances			
-	-	634,446	5921 Contingency	-	-	-
-	-	-	5981.005 Reserve for Future Construction	3,821,821	3,821,821	-
-	-	634,446	Total - Contingencies & Reserve	3,821,821	3,821,821	-
4,562,991	1,624,318	5,367,661	Expenditures Total	4,620,795	4,620,795	-
4,619,321	4,119,086	-	Fund Net: 466 - Water Cap Const Fund	-	-	-

Special Revenue Funds

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Building Inspection Fund – 123

Fund/Fund Number: Building Inspection – 123
Department/Department Number: Building - 521
Department Director: Jim Hendryx

Description of purpose/functions of department:

The Building Division provides coordination and direction of the permitting, inspection and plan review services of the City. This includes, but is not limited to, directing, monitoring and controlling an effective permitting, plan review and inspection systems, calculating permit and plan review fees, preparing monthly and quarterly reports for the State of Oregon and the City.

Description of department, including number of personnel:

The division consists of one full-time Building Official and 0.30 FTE of the Administrative Assistant position. During FY 2012-13 there was also a part-time Building Inspector, which is budgeted full-time for FY 2013-14.

Description of FY 2012-13 accomplishments:

- Maintain an inspection and plan review division while meeting customer's expectations with reduced staffing levels.
- Provide training for staff in the new commercial construction codes for the State of Oregon.

Description of FY 2013-14 proposed focus/goals:

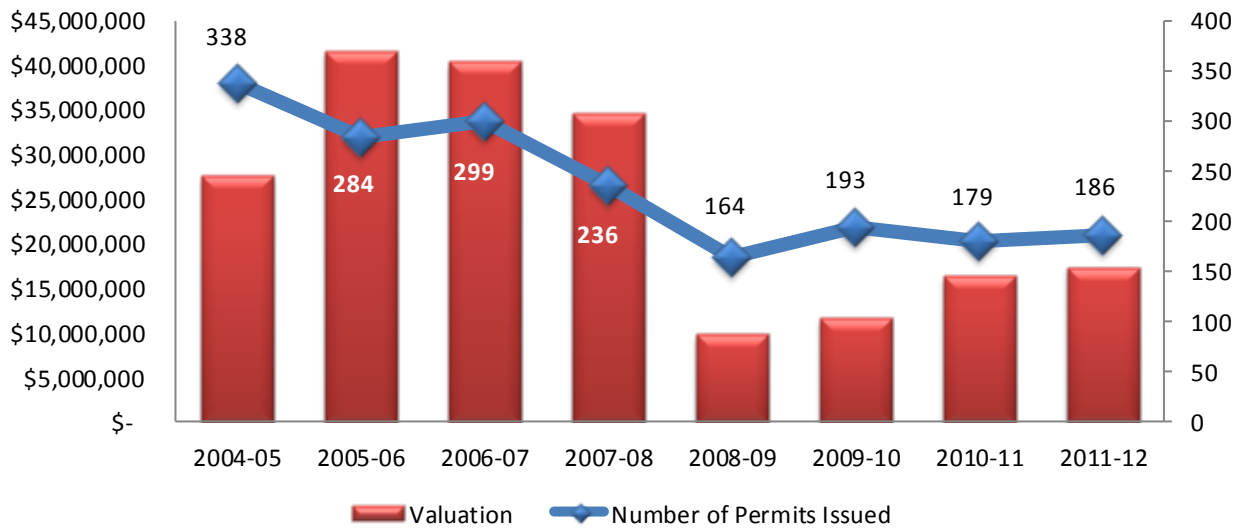
The Building Inspection Fund goals are maintenance goals, so they are unchanged.

- Maintain an inspection and plan review division while meeting customer's expectations with reduced staffing levels.
- Provide training for staff in the new residential construction codes for the State of Oregon.

Description of major difference(s) between FY 2012-13 and FY 2013-14:

Personnel services costs increased due to added costs associated with the addition of a part time plans examiner/inspector position.

Building Permits Issued vs. Valuation



Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Building Inspection Fund						
Revenues						
85,907	31,074	42,000	Fund Balance	275,000	275,000	
168,235	332,207	456,001	Licenses and Permits	267,751	267,751	
(1)	11,903	30,880	Intergovernmental	40,500	40,500	
(5)	-	-	Charges for Goods and Services	-	-	
20,263	29,248	13,200	Miscellaneous Revenue	35,000	35,000	
-	-	65,000	Other Financing Sources	-	-	
-	-	-	Transfers In	65,000	65,000	
274,400	404,432	607,081	Revenues Total	683,251	683,251	
Expenditures						
197,925	206,684	244,522	Personnel Services	352,108	352,108	
45,401	102,912	178,714	Materials & Services	95,193	95,193	
-	-	183,845	Contingencies and Reserve	235,950	235,950	
243,326	309,595	607,081	Expenditures Total	683,251	683,251	
31,074	94,837	-	Revenue Over (Under) Expenditures	-	-	

Revenue Sources and Other Discussion

The **Licenses and Permits** category of revenue, 66% of operating revenues, is the largest source within the fund. It contains revenue amounts for the various building permits issued within the City of Woodburn. These include Building and Mechanical permits, Plan Check Fees, Fire Check Fees, County Excise Taxes, and other miscellaneous fees.

The **Transfers In** amount of \$65,000 represents an inter-fund loan budgeted from the Water Cap Const Fund. The loan is budgeted in case the Building Inspection Fund needs support and the transfer will only occur if needed. For a summary of all Transfers In and Transfers Out for FY 2013-14 see Budgeted Transfers on page 249.

Fund Detail

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description		FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Fund: 123 - Building Inspection Fund							
Revenues							
Department: 000 - Revenue							
Fund Balance							
85,907	31,074	42,000	3081	Beginning Fund Balance	275,000	275,000	-
85,907	31,074	42,000	Total - Fund Balance		275,000	275,000	-
Licenses and Permits							
69,547	113,323	223,352	3221.101	Building Permits	94,579	94,579	-
14,244	20,036	13,920	3221.102	Mechanical Permits	21,280	21,280	-
(2)	-	-	3221.104	Bldg Permit State Surchar	-	-	-
46,110	102,733	73,352	3221.105	Plan Check Fees	91,944	91,944	-
22,852	56,130	41,517	3221.106	Fire Check Fees	49,328	49,328	-
-	-	50	3221.108	M.C. Admin Fee	-	-	-
5,259	10,099	6,960	3221.109	Plan Check--Mechanical	10,620	10,620	-
10,227	29,887	96,850	3891.359	CET Suspend	-	-	-
168,235	332,207	456,001	Total - Licenses and Permits		267,751	267,751	-
Intergovernmental							
-	-	380	3891.059	Marion County Permits	-	-	-
4,336	14,345	30,000	3891.159	State Surc	40,000	40,000	-
(4,337)	(2,443)	500	3891.259	St Mfg Fee	500	500	-
(1)	11,903	30,880	Total - Intergovernmental		40,500	40,500	-
Charges for Goods and Services							
(5)	-	-	3451	T&E Planning Develop Fee	-	-	-
(5)	-	-	Total - Charges for Goods and Services		-	-	-
Miscellaneous Revenue							
213	28	-	3611	Interest from Investments	1,400	1,400	-
20,051	29,220	13,200	3699	Other Miscellaneous Income	33,600	33,600	-
20,264	29,248	13,200	Total - Miscellaneous Revenue		35,000	35,000	-
Other Financing Sources							
-	-	65,000	3811.466	Interfund Loan From 466	-	-	-
-	-	65,000	Total - Other Financing Sources		-	-	-
Transfers In							
-	-	-	3971.466	Transfer From Water Construction	65,000	65,000	-
-	-	-	Total - Transfers In		65,000	65,000	-
274,401	404,432	607,081	Revenues Total		683,251	683,251	-

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 123 - Building Inspection Fund							
<u>Expenditures</u>							
Department: 521 - Building							
Program: 2241 - Building Inspection							
Personnel Services							
143,731	143,200	135,549	5111	Regular Wages	235,417	235,417	-
-	-	40,000	5112	Part-Time Wages	-	-	-
3	-	-	5121	Overtime	-	-	-
40	40	47	5211	OR Workers' Benefit	76	76	-
11,039	10,908	10,369	5212	Social Security	17,982	17,982	-
18,311	20,436	20,205	5213	Med, Den, Life Ins.	33,694	33,694	-
23,689	30,061	35,228	5214	Retirement	60,961	60,961	-
438	486	545	5215	Long Term Disability Ins	602	602	-
416	1,267	2,237	5216	Unemployment Insurance	3,061	3,061	-
259	285	342	5217	Life Insurance	315	315	-
197,925	206,684	244,522	Total - Personnel Services		352,108	352,108	-
Materials & Services							
1,856	2,346	3,400	5319	Other Office Supplies	10,900	10,900	-
729	337	600	5323	Fuel	600	600	-
20	-	100	5329	Other Operating Supplies	100	100	-
3,413	12,176	8,010	5419	Other Professional Serv	8,010	8,010	-
544	600	600	5421	Telephone/Data	600	600	-
14	-	55	5422	Postage	55	55	-
13,814	10,480	8,934	5428	IS Support	12,600	12,600	-
428	280	-	5431	Lodging	-	-	-
10	-	-	5432	Meals	-	-	-
503	239	-	5433	Mileage	-	-	-
-	-	1,190	5439	Other Travel	1,690	1,690	-
12,256	16,427	11,249	5448	Internal Rent	10,776	10,776	-
801	-	-	5461	Auto Insurance	-	-	-
2,203	2,405	2,405	5464	Workers' Comp	1,878	1,878	-
1,419	2,909	2,909	5465	General Liability	2,272	2,272	-
405	201	550	5475	Vehicle Repair & Maint	1,050	1,050	-
600	570	750	5491	Dues & Subscriptions	750	750	-
635	645	1,350	5492	Registrations/Tuitions	2,350	2,350	-
-	-	500	5498.059	MC Permits	-	-	-
-	-	8,200	5498.159	MC State Surc	-	-	-
-	30	30	5498.259	St Mfg Fee	30	30	-
5,251	52,625	30,000	5498.359	State Surc	40,000	40,000	-
-	-	96,850	5498.459	Construction Excise Tax	-	-	-
500	642	1,032	5499	Other Services	1,032	1,032	-
-	-	-	5499	Other Services	500	500	-
45,401	102,911	178,714	Total - Materials & Services		95,193	95,193	-
243,327	309,595	423,236	Program Total: 2241 - Building Inspection		447,301	447,301	-
243,327	309,595	423,236	Department Total: 521 - Building		447,301	447,301	-
Contingencies and Reserve Balances							
-	-	183,845	5921	Contingency	235,950	235,950	-
-	-	183,845	Total - Contingencies & Reserve		235,950	235,950	-
243,327	309,595	607,081	Expenditures Total		683,251	683,251	-
31,074	94,837	-	Fund Net: 123 - Building Inspection Fund		-	-	-

Search & Seizure Fund – 132

Fund/Fund Number: Search & Seizure - 132
Department/Department Number: Police - 211
Department Director: Scott Russell

Description of purpose/functions of department:

The Search and Seizure program allows for and sets the procedure for the seizure of private properties that are the product of illegal drug activity, and for the expenditure of the proceeds by the City for illegal drug activity investigations and subsequent arrests.

Description of department, including number of personnel:

The program is managed and operated by the Criminal Investigations division of the Police Department.

Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Search & Seizure Fund						
Revenues						
(18,623)	(12,636)	7,500	Fund Balance	-	-	-
8,001	-	-	Intergovernmental	-	-	-
7,969	(58)	-	Miscellaneous Revenue	-	-	-
-	-	7,100	Transfers In	-	-	-
(2,653)	(12,694)	14,600	Revenues Total	-	-	-
Expenditures						
9,982	10,000	7,500	Materials & Services	-	-	-
-	-	7,100	Contingencies and Reserve	-	-	-
9,982	10,000	14,600	Expenditures Total	-	-	-
(12,636)	(22,694)	-	Revenue Over (Under) Expenditures	-	-	-

Revenue Sources and Other Discussion

The Search and Seizure Fund is funded by federal grants and criminal forfeitures and varies from year to year depending on activity. The grant proceeds are used to continue police investigations directly related to gang and drug activity. There are no revenues expected for FY 2013-14.

Fund Detail

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Fund: 132 - Search & Seizure Fund						
Revenues						
Department: 000 - Revenue						
Fund Balance						
(18,623)	(12,636)	7,500	3081 Beginning Fund Balance	-	-	-
(18,623)	(12,636)	7,500	Total - Fund Balance	-	-	-
Intergovernmental						
8,001	-	-	3332 Federal Grants	-	-	-
8,001	-	-	Total - Intergovernmental	-	-	-
(44)	(58)	-	3611 Interest from Investments	-	-	-
8,013	-	-	3699 Other Miscellaneous Income	-	-	-
7,969	(58)	-	Total - Miscellaneous Revenue	-	-	-
Transfers In						
-	-	7,100	3971.001 Transfer From General	-	-	-
-	-	7,100	Total - Transfers In	-	-	-
(2,653)	(12,694)	14,600	Revenues Total	-	-	-
Expenditures						
Department: 211 - Police						
Program: 2131 - Detectives						
Materials & Services						
9,982	10,000	7,500	5329 Other Operating Supplies	-	-	-
9,982	10,000	7,500	Total - Materials & Services	-	-	-
9,982	10,000	7,500	Program Total: 2131 - Detectives	-	-	-
9,982	10,000	7,500	Department Total: 211 - Police	-	-	-
Contingencies and Reserve Balances						
-	-	7,100	5921 Contingency	-	-	-
-	-	7,100	Total - Contingencies & Reserve	-	-	-
9,982	10,000	14,600	Expenditures Total	-	-	-
(12,636)	(22,694)	-	Fund Net: 132 - Search & Seizure Fund	-	-	-

Housing Rehabilitation Fund – 137

Fund/Fund Number: Housing Rehabilitation - 137
Department/Department Number: Housing - 531
Department Director: Jim Hendryx

Description of Purpose/Functions of department:

The City of Woodburn was awarded Community Development Block Grant (CDBG) Housing Rehabilitation grants in the mid 80's, and again in the mid 90's, for lending to area homeowners eligible for the program. Over the years, through repayment of loans, the Housing Rehabilitation Program had accumulated approximately \$674,585. This income was divided into two categories, restricted (program income) and unrestricted income, based on contract requirements when the grants were originally awarded. Restricted income (\$453,305) is income received from grant years 1993 or later, and we are required to use it to continue the Housing Rehabilitation Program. The unrestricted funds (approximately \$221,000) have been used for the Business Assistance Loan Program, which was terminated July 1, 2013 due to a lack of interest in the program.

The majority of the restricted funds were again loaned out in 2009-11. The last round of loans created considerable interest in the Housing Rehabilitation Program. More than 90 City residents applied for funding, with 29 receiving loans. Because of this outstanding need, Woodburn qualified in May, 2012 for another Community Development Block Grant for housing funds, and were awarded \$400,000.

New rules require local governments using CDBG funds to enter into Intergovernmental Agreements (IGA's) with a minimum of two other local governments. The City did so with the City of Stayton and Marion County, with Woodburn serving as the lead applicant/administrator. The IGA specifies that 25% of the grant funds could be used by Stayton to assist in addressing their waiting list.

Additional program rules require that the lead applicant transfer the responsibility of managing the program to an appropriate non-profit organization. The City did so with Valley Development Initiatives (VDI), through a sub-recipient agreement. VDI is staffed by the Mid-Willamette Valley Council of Governments (COG), who also manages housing rehabilitation programs for the cities of Aumsville, Aurora, Gervais, Hubbard, Jefferson, Scotts Mills, Stayton, the Santiam Canyon, Turner and Marion County.

The CDBG allows up to \$105,000 for management and administration of the program. VDI will receive \$90,000 for grant administration, program management, and environmental review. The remaining \$310,000 in CDBG funds will be used for lending (\$232,500 in loan funds will be used by the City of Woodburn and \$77,500 will be used by the City of Stayton).

Description of department, including number of personnel:

The Economic and Community Development Director oversees these programs and there are labor allocations to this fund. See Personnel Allocation on page 242 for allocation details.

Description of FY 2012-13 accomplishments:

- The City received additional CDBG funds to continue the Housing Rehabilitation Program
- The City continues to respond to inquiries about the Business Assistance Loan Program.
- The City's web page has been updated to include more information on both of these programs.

Description of FY 2013-14 proposed focus/goals:

- Housing Rehabilitation Loan Program
 - Initiate Housing Rehabilitation Program.

Description of major difference(s) between FY 2012-13 and FY 2013-14:

Additional funding has been received to continue the Housing Rehabilitation Loan Program.

New program guidelines require all funding to pass through the City to VDI. While the City is responsible for the program, it does not receive any funds.

Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Housing Rehab Fund						
Revenues						
373,484	266,582	247,000	Fund Balance	274,000	274,000	
22,708	60,324	7,750	Miscellaneous Revenue	9,500	9,500	
26,301	21,005	15,000	Other Financing Sources	20,000	20,000	
-	6,628	-	Transfers In	-	-	
422,493	354,538	269,750	Revenues Total	303,500	303,500	
Expenditures						
10,294	10,217	9,500	Personnel Services	13,736	13,736	
145,617	13,209	162,355	Materials & Services	40,200	40,200	
-	-	-	Transfers Out	200,000	200,000	
-	-	97,895	Contingencies and Reserve	49,564	49,564	
155,911	23,426	269,750	Expenditures Total	303,500	303,500	
266,582	331,113	-	Revenue Over (Under) Expenditures	-	-	

Revenue Sources and Other Discussion

The **Other Financing Sources** is loan repayments scheduled from borrowers, which comprises 68% of operating revenues for this fund.

The **Miscellaneous Revenue** category includes Facilities Rent in the amount of \$7,500 for properties the City owns.

The **Transfers Out** amount of \$200,000 represents the liquidation of the Business Assistance Loan Program. These funds are being transferred to the General Fund to help ease General Fund depletion.

Fund Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 137 - Housing Rehab Fund							
Revenues							
Department: 000 - Revenue							
Fund Balance							
373,484	266,582	247,000	3081	Beginning Fund Balance	274,000	274,000	-
373,484	266,582	247,000	Total - Fund Balance		274,000	274,000	-
3,497	1,556	250	3611	Interest from Investments	2,000	2,000	-
13,200	15,550	7,500	3625	Facilities Rent	7,500	7,500	-
6,010	43,217	-	3642.110	Small Business Loan	-	-	-
22,708	60,324	7,750	Total - Miscellaneous Revenue		9,500	9,500	-
Other Financing Sources							
-	-	-	3824.087	Loan Payback 1987	5,000	5,000	-
-	-	5,000	3824.089	Loan Payback 1989	5,000	5,000	-
-	-	5,000	3824.096	Loan Payback 1996	5,000	5,000	-
3,921	17,295	5,000	3824.097	Loan Payback 1997	5,000	5,000	-
11,479	-	-	3824.098	Loan Payback 1998	-	-	-
10,901	3,710	-	3824.099	Loan Payback 1999	-	-	-
26,301	21,005	15,000	Total - Other Financing Sources		20,000	20,000	-
Transfers In							
-	6,628	-	3971.252	Transfer From Bancroft	-	-	-
-	6,628	-	Total - Transfers In		-	-	-
422,493	354,538	269,750	Revenues Total		303,500	303,500	-
Expenditures							
Department: 531 - Housing Rehabilitation							
Program: 5911 - Housing							
Personnel Services							
7,795	7,408	6,400	5111	Regular Wages	9,311	9,311	-
2	2	3	5211	OR Workers' Benefit	3	3	-
567	541	490	5212	Social Security	693	693	-
811	811	774	5213	Med, Den, Life Ins.	1,084	1,084	-
1,046	1,344	1,685	5214	Retirement	2,465	2,465	-
31	29	26	5215	Long Term Disability Ins	39	39	-
23	65	106	5216	Unemployment Insurance	121	121	-
18	17	16	5217	Life Insurance	20	20	-
10,294	10,217	9,500	Total - Personnel Services		13,736	13,736	-
Materials & Services							
-	-	100	5329	Other Operating Supplies	100	100	-
-	-	11,000	5419	Other Professional Serv	11,000	11,000	-
-	-	100	5451	Natural Gas	100	100	-
10,798	11,013	2,000	5491	Dues & Subscriptions	2,000	2,000	-
-	-	1,000	5492	Registrations/Tuitions	1,000	1,000	-
1,929	1,858	1,000	5498	Permits/Fees	1,000	1,000	-
500	167	1,000	5499	Other Services	1,000	1,000	-
132,390	31	46,000	5499.101	Housing Rehab Loans	24,000	24,000	-
-	-	100,000	5499.102	Business Assistance Loans	-	-	-
-	140	155	5500	Banking Fees & Charges	-	-	-
145,617	13,209	162,355	Total - Materials & Services		40,200	40,200	-
155,911	23,426	171,855	Program Total: 5911 - Housing		53,936	53,936	-

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Program: 9711 - Operating Transfer Out			
			Transfers Out			
-	-	-	5811.001 Transfer to General Fund	200,000	200,000	-
-	-	-	Total - Transfers Out	200,000	200,000	-
-	-	-	Program Total: 9711 - Operating Transfer Out	200,000	200,000	-
155,911	23,426	171,855	Department Total: 531 - Housing Rehabilitation	253,936	253,936	-
			Contingencies and Reserve Balances			
-	-	97,895	5921 Contingency	49,564	49,564	-
-	-	97,895	Total - Contingencies & Reserve	49,564	49,564	-
155,911	23,426	269,750	Expenditures Total	303,500	303,500	-
266,582	331,112	-	Fund Net: 137 - Housing Rehab Fund	-	-	-

RSVP Fund – 138

Fund/Fund Number: RSVP - 138
Department/Department Number: RSVP - 481
Department Director: Jim Row

Description of purpose/functions of department:

This fund is merging into the General Fund during FY 2013-14. See page 71 for current year operating information.

This program creates meaningful volunteer opportunities for individuals aged 55 and older to contribute their skills and experience in their community through volunteer service. The Retired and Senior Volunteer Program (RSVP) recruits program participants, develops volunteer worksites, and orients volunteers. The RSVP program is funded with a grant from the Corporation for National and Community Service and requires a 30% local match.

Description of FY 2012-13 accomplishments:

- New part-time RSVP Volunteer Coordinator assumed responsibility for the program and developed working relationships with existing volunteers and volunteer placement sites; including the addition of new volunteer placement sites.
- Held an event in December recognizing RSVP volunteers for their service in the community during the past year.
- Re-established the RSVP Advisory Committee.
- Spoke at various fraternal organization meetings to promote the RSVP program.
- Updated all files and forms to be in compliance with federal grant guidelines for RSVP.
- Outreach in the community designed to recruit new RSVP volunteers, seek new volunteer placement site opportunities, or build community partnerships that would benefit RSVP long-term.
- Completed a federal compliance visit.
- Submitted a grant application for a new 3-year cycle of RSVP funding for 2013-2016.

Description of major difference(s) between FY 2011-12 and FY 2013-14:

RSVP is a separate fund through FY 2012-13, but will be merged into the General Fund in FY 2013-14. See Retired and Senior Volunteer Program (RSVP) on page 71 for FY 2013-14 information.

Fund Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
			Fund: 138 - RSVP Fund				
			Revenues				
			Department: 000 - Revenue				
			000 - Fund Balance				
-	-	9,000	3081	Beginning Fund Balance	20,000	-	-
-	-	9,000	Account Classification Total: 000 - Fund Bal		20,000	-	-
			Intergovernmental				
57,736	46,189	46,189	3332	Federal Grants	-	-	-
57,736	46,189	46,189	Total - Intergovernmental		-	-	-
			Miscellaneous Revenue				
(4)	75	-	3611	Interest from Investments	-	-	-
(4)	75	-	Total- Miscellaneous Revenue		-	-	-
			Transfers In				
28,259	-	-	3971	Transfer From General Fund	-	-	-
28,259	-	-	Total - Transfers In		-	-	-
85,991	46,264	55,189	Department Total: 000 - Revenue		20,000	-	-
85,991	46,264	55,189	Revenues Total		20,000	-	-

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
			Fund: 138 - RSVP Fund				
			Expenditures				
			Department: 481 - RSVP				
			Program: 5711 - RSVP				
			Personnel Services				
55,898	18,357	25,075	5111	Regular Wages	-	-	-
-	8	-	5112	Part-Time Wages	-	-	-
25	7	20	5211	OR Workers' Benefit	-	-	-
4,410	1,435	1,918	5212	Social Security	-	-	-
6,095	1,483	11,104	5213	Med, Den, Life Ins.	-	-	-
9,638	2,890	6,537	5214	Retirement	-	-	-
217	38	101	5215	Long Term Disability Ins	-	-	-
166	163	414	5216	Unemployment Insurance	-	-	-
130	23	144	5217	Life Insurance	-	-	-
76,580	24,404	45,313	Total - Personnel Services		-	-	-
			Materials & Services				
-	3	-	5319	Other Office Supplies	-	-	-
176	300	1,000	5329	Other Operating Supplies	-	-	-
-	150	-	5419	Other Professional Serv	-	-	-
158	142	200	5421	Telephone/Data	-	-	-
1,172	96	500	5422	Postage	-	-	-
2,763	2,763	2,234	5428	IS Support	-	-	-
814	115	500	5433	Mileage	-	-	-
-	716	716	5464	Workers' Comp	-	-	-
355	942	942	5465	General Liability	-	-	-
1,160	854	1,000	5469	Other Insurance Costs	-	-	-
530	-	500	5492	Registrations/Tuitions	-	-	-
1,300	-	500	5493	Printing/Binding	-	-	-
8,428	6,081	8,092	Total - Materials & Services		-	-	-
85,009	30,485	53,405	Program Total: 5711 - RSVP		-	-	-
			Program: 9711 - Operating Transfer Out				
			Transfers Out				
-	-	-	5811	Transfer to General Fund	20,000	-	-
-	-	-	Total - Transfers Out		20,000	-	-
-	-	-	Program Total: 9711 - Operating Transfer O		20,000	-	-
85,009	30,485	53,405	Department Total: 481 - RSVP		20,000	-	-
			Department: 901 - Ending Fund Balance				
			Program: 9971 - Equity				
			Contingencies and Reserve Balances				
-	-	1,784	5921	Contingency	-	-	-
-	-	1,784	Total - Contingencies and Reserve		-	-	-
-	-	1,784	Program Total: 9971 - Equity		-	-	-
-	-	1,784	Department Total: 901 - Ending Fund Balan		-	-	-
85,009	30,485	55,189	Expenditures Total		20,000	-	-
982	15,779	-	Fund Net: 138 - RSVP Fund		-	-	-

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Cable Franchise Fund – 139

Fund/Fund Number: Cable Franchise - 139
Department/Department Number: Finance - 151
Department Director: Christina Shearer

Description of purpose/functions of department:

This program administers the City's cable television franchise and supports community access programming provided by Woodburn Cable Access Television (WCAT). Seven and one half percent of revenues derived from cable television franchise fees are set aside for administration of the franchise. Twelve and one half percent of the franchise fees are provided to WCAT to support community access programming. Franchise administration includes coordinating with the cable provider regarding programming choices and service issues and compliance with the franchise agreement. Support to WCAT allows the television audience to view public meetings and programming developed in and pertinent to the community.

The Cable Franchise Fund will be closed in FY 2013-2014 and the remaining balance will be moved to the General Fund.

Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Cable Franchise Fund						
Revenues						
5,934	7,042	1,500	Fund Balance	4,500	4,500	
19,152	19,255	20,000	Franchise Fees	20,000	20,000	
3,107	3,347	4,550	Miscellaneous Revenue	4,500	4,500	
28,193	29,643	26,050	Revenues Total	29,000	29,000	
Expenditures						
21,151	28,621	26,050	Materials & Services	26,050	26,050	
-	-	-	Contingencies and Reserve	2,950	2,950	
21,151	28,621	26,050	Expenditures Total	29,000	29,000	
7,042	1,022	-	Revenue Over (Under) Expenditures	-	-	

Revenue Sources and Other Discussion

The **Franchise Fees** category of revenue accounts for \$20,000 or 82% of operating revenues in the fund. This category contains fees collected by Wave Broadband and passed through to the local cable access company (WCAT). Those turnovers and management fees provided by the City are used to fund WCAT operations and provide for capital purchases.

Fund Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 139 - Cable Franchise Fund							
Revenues							
Department: 000 - Revenue							
Fund Balance							
5,934	7,042	1,500	3081	Beginning Fund Balance	4,500	4,500	-
5,934	7,042	1,500	Total - Fund Balance		4,500	4,500	-
Franchise Fees							
19,152	19,255	20,000	3235	Franchise Fee, Wave BB	20,000	20,000	-
19,152	19,255	20,000	Total- Franchise Fees		20,000	20,000	-
Interest from Investments							
18	16	50	3611	Interest from Investments	-	-	-
3,089	3,330	4,500	3641	Annual Access Fee	4,500	4,500	-
3,107	3,346	4,550	Total - Miscellaneous Revenue		4,500	4,500	-
28,193	29,643	26,050	Revenues Total		29,000	29,000	-
Expenditures							
Department: 121 - Administration							
Program: 7811 - Cable TV							
Materials & Services							
6,000	9,111	8,050	5429	Other Communication Serv	8,050	8,050	-
15,151	19,510	18,000	5499	Other Services	18,000	18,000	-
21,151	28,621	26,050	Total - Materials & Services		26,050	26,050	-
21,151	28,621	26,050	Program Total: 7811 - Cable TV		26,050	26,050	-
21,151	28,621	26,050	Department Total: 121 - Administration		26,050	26,050	-
Contingencies and Reserve Balances							
-	-	-	5921	Contingency	2,950	2,950	-
-	-	-	Total - Contingencies & Reserve		2,950	2,950	-
21,151	28,621	26,050	Expenditures Total		29,000	29,000	-
7,042	1,022	-	Fund Net: 139 - Cable Franchise Fund		-	-	-

Special Assessment Fund – 360

Fund/Fund Number: Special Assessment - 360
Department/Department Number: PW Administration
Department Director: Dan Brown

Description of purpose/functions of department:

This fund is used when assessments are issued against property owners for street, water, wastewater, or storm improvement are made which benefit the adjacent property and without the assessment the project may not be done.

Description of department, including number of personnel:

There are no personnel costs associated with this fund. The monies collected on individual assessments are used to pay off outstanding liens.

Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Special Assessment Fund						
Revenues						
983,854	974,290	1,013,000	Fund Balance	832,000	832,000	
89,775	27,867	37,185	Miscellaneous Revenue	40,685	40,685	
1,073,629	1,002,157	1,050,185	Revenues Total	872,685	872,685	
Expenditures						
21	1,196	1,047	Materials & Services	-	-	
99,318	-	-	Capital Outlay	-	-	
-	-	204,547	Transfers Out	-	-	
-	-	844,591	Contingencies and Reserve	872,685	872,685	
99,339	1,196	1,050,185	Expenditures Total	872,685	872,685	
974,290	1,000,961	-	Revenue Over (Under) Expenditures	-	-	

Revenue Sources and Other Discussion

The fund collects repayment from various Local Improvement Districts (LIDs) for special projects. The budgeted amount is expected repayments, including interest, to be collected during the fiscal year.

Fund Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 360 - Special Assessment Fund							
Revenues							
Department: 000 - Revenue							
Fund Balance							
983,854	974,290	1,013,000	3081	Beginning Fund Balance	832,000	832,000	-
983,854	974,290	1,013,000	Total - Fund Balance		832,000	832,000	-
2,869	3,737	2,500	3611	Interest from Investments	6,000	6,000	-
14,811	3,395	3,000	3614	Special Assessment-Intere	3,000	3,000	-
201	592	-	3681	Special Assessment Princi	-	-	-
793	-	500	3681.001	LID Alley	500	500	-
10,076	14,202	10,000	3681.004	LID Boones Ferry	10,000	10,000	-
35,204	-	-	3681.006	LID Country Club	-	-	-
6,099	1,520	6,099	3681.007	LID Tout	6,099	6,099	-
1,449	1,315	1,449	3681.008	LID Hardcastle	1,449	1,449	-
10,592	-	10,592	3681.009	LID Parr Road	10,592	10,592	-
1,045	1,209	1,045	3681.010	LID West Lincoln	1,045	1,045	-
6,639	1,899	2,000	3681.011	LID Ironwood	2,000	2,000	-
89,775	27,868	37,185	Total - Miscellaneous Revenue		40,685	40,685	-
1,073,629	1,002,158	1,050,185	Revenues Total		872,685	872,685	-

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Expenditures						
Department: 691 - Public Works Administration						
Program: 6999 - Public Works Admin						
Materials & Services						
-	31	-	5496 Filing/Recording	-	-	-
-	952	1,047	5500 Banking Fees & Charges	-	-	-
-	983	1,047	Total - Materials & Services	-	-	-
-	983	1,047	Program Total: 6999 - Public Works Admin	-	-	-
Program: 9531 - Construction						
Materials & Services						
21	215	-	5422 Postage	-	-	-
21	215	-	Total - Materials & Services	-	-	-
Capital Outlay						
99,318	-	-	5631 Streets/Alleys/Sidewalks	-	-	-
99,318	-	-	Total - Capital Outlay	-	-	-
99,339	215	-	Program Total: 9531 - Construction	-	-	-
Program: 9711 - Operating Transfer Out						
Transfers Out						
-	-	204,547	5811.363 Transfer to Street & Storm Cap Const Fun	-	-	-
-	-	204,547	Total - Transfers Out	-	-	-
-	-	204,547	Program Total: 9711 - Operating Transfer Out	-	-	-
99,339	1,198	205,594	Department Total: 691 - Public Works Administration	-	-	-
Contingencies and Reserve Balances						
-	-	844,591	5921 Contingency	872,685	872,685	-
-	-	844,591	Total - Contingencies & Reserve	872,685	872,685	-
99,339	1,198	1,050,185	Expenditures Total	872,685	872,685	-
974,290	1,000,961	-	Fund Net: 360 - Special Assessment Fund	-	-	-

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Parks SDC Fund – 364

Fund/Fund Number:	Parks SDC - 364
Department/Department Number:	Parks Administration - 491
Department Director:	Jim Row

Description of purpose/functions of department:

The Parks SDC Fund collects system development charges assessed against residential and commercial construction projects. Parks SDC funds can only be utilized by the City to support park planning and development projects that add capacity to the City's parks system.

Description of department, including number of personnel:

The Department consists of approximately 40 FTE, and is responsible for operating recreation programs and special events, the Aquatic Center, Public Library, Retired and Senior Volunteer Program (RSVP), the community relations program, and park planning and development.

Description of FY 2012-13 accomplishments:

- Installed Archeologically Themed Playground at Legion Park
- Installed Culvert crossing connecting Hermanson Street to Mill Creek Trail

Description of FY 2013-14 proposed focus/goals:

- Acquire funding for improvements to Legion Park
- Update Park SDC Methodology
- Update Legion Park Master Plan

Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Parks SDC Fund						
Revenues						
646,869	406,406	300,000	Fund Balance	450,000	450,000	
4,277	93,824	8,000	Charges for Goods and Services	20,000	20,000	
1,606	1,524	1,000	Miscellaneous Revenue	2,785	2,785	
-	-	-	Transfers In	-	-	
652,752	501,754	309,000	Revenues Total	472,785	472,785	
Expenditures						
-	6,846	20,353	Materials & Services	30,000	30,000	
246,346	48,778	135,000	Capital Outlay	-	-	
-	-	25,000	Transfers Out	-	-	
-	-	128,647	Contingencies and Reserve	442,785	442,785	
246,346	55,624	309,000	Expenditures Total	472,785	472,785	
406,406	446,130	-	Revenue Over (Under) Expenditures	-	-	

Revenue Sources and Other Discussion

This fund's revenue is dependent on the collection of System Development Charges (SDCs). SDC fees are dependent on development occurring. The slowdown in the economy and the slow recovery have a direct impact on the fund's ability to finance capital improvements. No projects are scheduled to be paid for by this fund in FY 2013-14.

Fund Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
			Fund: 364 - Parks SDC Fund				
			<u>Revenues</u>				
			Department: 000 - Revenue				
			Fund Balance				
646,869	406,406	300,000	3081	Beginning Fund Balance	450,000	450,000	-
646,869	406,406	300,000	Total - Fund Balance		450,000	450,000	-
			Charges for Goods and Services				
4,277	93,824	8,000	3458.501	Park's SDC's	20,000	20,000	-
4,277	93,824	8,000	Total - Charges for Goods and Services		20,000	20,000	-
			Interest from Investments				
1,606	1,524	1,000	3611	Interest from Investments	2,785	2,785	-
1,606	1,524	1,000	Total - Miscellaneous Revenue		2,785	2,785	-
652,752	501,754	309,000	Revenues Total		472,785	472,785	-
			<u>Expenditures</u>				
			Department: 000 - Revenue				
			Materials & Services				
-	6,500	20,000	5419	Other Professional Serv	30,000	30,000	-
-	347	353	5500	Banking Fees & Charges	-	-	-
-	6,847	20,353	Total - Materials & Services		30,000	30,000	-
-	6,847	20,353	Program Total: 9511 - Design Engineering		30,000	30,000	-
			Program: 9531 - Construction				
			Capital Outlay				
119,820	48,778	20,000	5637.009	Greenway	-	-	-
126,526	-	15,000	5637.040	Centennial Park	-	-	-
-	-	100,000	5637.044	Lutheran Church Project	-	-	-
246,346	48,778	135,000	Total - Capital Outlay		-	-	-
246,346	48,778	135,000	Program Total: 9531 - Construction		-	-	-
			Program: 9711 - Operating Transfer Out				
			Transfers Out				
-	-	25,000	5811.358	Transfer to General Cap Const Fund	-	-	-
-	-	25,000	Total - Transfers Out		-	-	-
-	-	25,000	Program Total: 9711 - Operating Transfer Out		-	-	-
246,346	55,625	180,353	Department Total: 491 - Parks Administration		30,000	30,000	-
			Contingencies and Reserve Balances				
-	-	128,647	5921	Contingency	-	-	-
-	-	-	5981.005	Reserve for Future Construction	442,785	442,785	-
-	-	128,647	Total - Contingencies & Reserve		442,785	442,785	-
246,346	55,625	309,000	Expenditures Total		472,785	472,785	-
406,406	446,129	-	Fund Net: 364 - Parks SDC Fund		-	-	-

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Street SDC Fund – 376

Fund/Fund Number: Street/Storm SDC - 376
Department/Department Number: Maintenance - 631
Department Director: Dan Brown

Description of purpose/functions of department:

This fund is for the collection of Transportation System Development Charge (SDC) assessed against new development at the time the building permit is issued and used to fund improvements necessitated by increased demand for capacity. Revenue in this fund is used only for capacity improvements. SDC is based on the number of increased automobile trips expected by any given type of development. The fee for a new single-family residence is \$3,532.

Description of department, including number of personnel:

There are no personnel costs associated with this fund.

Description of FY 2012-13 accomplishments:

- Beginning of projects to relocate city water and sewer lines in the vicinity of the interchange prior to the State beginning construction of the interchange improvements

Description of FY 2013-14 proposed focus/goals:

- Interchange – Local Traffic Management
- Interchange – Tree removal and fence installation near right-of-way
- Water and sewer line relocations in the vicinity of the interchange prior to road construction improvements by the State.

Description of major difference(s) between FY 2012-13 and FY 2013-14:

Initially the majority of the budget was put into reserves specifically for the Interchange improvement project. A supplemental budget was done in January/February 2013 to move the money from the reserves into the construction account for early work on the interchange. The City owes the State of Oregon \$5.5 million for the work on the interchange in the summer of 2013.

City will be doing some work on utility re-locations and removing trees prior to the State beginning the road construction project and will be allowed to credit costs the city incurs to the \$5.5M owed to the State. The balance of this money will be due to the state two (2) years after the State issues the Notice to Proceed is issued to the contractor for the interchange work or summer of 2015.

Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Street SDC Fund						
Revenues						
7,184,529	5,872,313	5,078,000	Fund Balance	5,000,000	5,000,000	
153,268	400,172	155,000	Charges for Goods and Services	300,000	300,000	
19,535	19,719	15,000	Miscellaneous Revenue	34,000	34,000	
-	4,806	39,222	Other Financing Sources	-	-	
-	71,887	420,000	Transfers In	39,221	39,221	
7,357,332	6,368,897	5,707,222	Revenues Total	5,373,221	5,373,221	
Expenditures						
267,588	211,049	6,435	Materials & Services	-	-	
961,506	725,140	5,279,887	Capital Outlay	867,500	867,500	
-	34,519	33,519	Debt Service	37,520	37,520	
255,925	-	387,381	Transfers Out	-	-	
-	-	-	Contingencies and Reserve	4,468,201	4,468,201	
1,485,019	970,708	5,707,222	Expenditures Total	5,373,221	5,373,221	
5,872,313	5,398,189	-	Revenue Over (Under) Expenditures	-	-	

Revenue Sources and Other Discussion

The **Charges for Goods and Services** category generate revenues in the fund. This fund's revenue is dependent on the collection of System Development Charges (SDCs). SDC fees are dependent on development occurring – the slowdown in the economy and the slow recovery have a direct impact on the fund's ability to finance capital improvements.

Transfers In of \$39,221 represents repayment from the General Fund, Water Fund, and Sewer Fund for an inter-fund loan for the City's accounting and utility billing system. The fund has such a large beginning balance that there are no Transfers In needed for projects in FY 2013-14. For a summary of all Transfers In and Transfers Out for FY 2013-14 see Budgeted Transfers on page 249.

The **Capital Outlay** of \$867,500 represents the current phases of the Interchange project budgeted from this fund for FY 2013-14. For further information regarding project detail, see Capital Construction Projects on page 250 for information on all capital projects budgeted in all funds for FY 2013-14.

For further information regarding debt and **Debt Service** see Debt Overview on page 241.

Fund Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 376 - Street SDC Fund							
Revenues							
Department: 000 - Revenue							
Fund Balance							
7,184,528	5,872,313	5,078,000	3081	Beginning Fund Balance	5,000,000	5,000,000	-
7,184,528	5,872,313	5,078,000	Total - Fund Balance		5,000,000	5,000,000	-
Charges for Goods and Services							
153,268	400,172	150,000	3458.101	Transportation Impact Fees	300,000	300,000	-
-	-	5,000	3458.201	Storm SDC's	-	-	-
153,268	400,172	155,000	Total - Charges for Goods and Services		300,000	300,000	-
Interest from Investments							
19,389	19,587	15,000	3611	Interest from Investments	34,000	34,000	-
146	133	-	3615	Interest fr Deferred Pmts	-	-	-
19,535	19,720	15,000	Total - Miscellaneous Revenue		34,000	34,000	-
Other Financing Sources							
-	4,806	39,222	3812	Interfund Loan Repayment	-	-	-
-	4,806	39,222	Total - Other Financing Sources		-	-	-
Transfers In							
-	71,887	-	3971.001	Transfer From General Fund	-	-	-
-	-	420,000	3971.377	Transfer From Storm SDC	-	-	-
-	-	-	3972	Interfund Loan Transfer	39,221	39,221	-
-	71,887	420,000	Total - Transfers In		39,221	39,221	-
7,357,331	6,368,897	5,707,222	Revenues Total		5,373,221	5,373,221	-

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
			Fund: 376 - Street SDC Fund				
			Expenditures				
			Department: 000 - Revenue				
			Department: 631 - Maintenance				
			Program: 9111 - Debt Service				
			Debt Service				
-	24,228	33,519	5711	Bond Principle	29,663	29,663	-
-	10,291	-	5721	Bond Interest	7,857	7,857	-
-	34,519	33,519	Total - Debt Service		37,520	37,520	-
-	34,519	33,519	Program Total: 9111 - Debt Service		37,520	37,520	-
			Program: 9511 - Design Engineering				
			Materials & Services				
267,588	28,428	-	5419	Other Professional Serv	-	-	-
-	5,850	6,435	5500	Banking Fees & Charges	-	-	-
267,588	34,278	6,435	Total - Materials & Services		-	-	-
267,588	34,278	6,435	Program Total: 9511 - Design Engineering		-	-	-
			Program: 9531 - Construction				
			Materials & Services				
86,399	176,771	-	5419	Other Professional Serv	-	-	-
86,399	176,771	-	Total - Materials & Services		-	-	-
			Capital Outlay				
875,107	725,140	5,279,887	5631	Streets/Alleys/Sidewalks	867,500	867,500	-
875,107	725,140	5,279,887	Total - Capital Outlay		867,500	867,500	-
961,506	901,911	5,279,887	Program Total: 9531 - Construction		867,500	867,500	-
			Program: 9711 - Operating Transfer Out				
			Transfers Out				
255,925	-	-	5811	Transfer to Other Funds	-	-	-
-	-	387,381	5811.363	Transfer to Street & Storm Cap Const Fun	-	-	-
255,925	-	387,381	Total - Transfers Out		-	-	-
255,925	-	387,381	Program Total: 9711 - Operating Transfer Out		-	-	-
1,485,018	970,708	5,707,222	Department Total: 631 - Maintenance		905,020	905,020	-
			Contingencies and Reserve Balances				
-	-	-	5981.005	Reserve for Future Construction	4,468,201	4,468,201	-
-	-	-	Total - Contingencies & Reserve		4,468,201	4,468,201	-
1,485,018	970,708	5,707,222	Expenditures Total		5,373,221	5,373,221	-
5,872,313	5,398,189	-	Fund Net: 376 - Street SDC Fund		-	-	-

Storm SDC Fund – 377

Fund/Fund Number: Storm Water Sys Dev -377
Department/Department Number: Maintenance - 631
Department Director: Dan Brown

Description of purpose/functions of department:

Storm Water System Development Charges are generated by assessing new development for increased demands for capacity and collected at the time the building permit is issued. This revenue can only be used for increased capacity. The fee for a new single family residence is \$55 per 500 square feet (SF) of impervious surface. A new single family residence with a 1500 SF house, a 400 SF garage and a 400 SF driveway would be \$253.

Description of department, including number of personnel:

There are no personnel or personnel costs associated with this fund.

Description of FY 2012-13 accomplishments:

Funding is down due to lack of development. No major projects were planned.

Description of FY 2013-14 proposed focus/goals:

No major projects are planned.

Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Storm SDC Fund						
Revenues						
505,731	422,081	420,000	Fund Balance	463,000	463,000	
4,307	19,397	-	Charges for Goods and Services	15,000	15,000	
1,331	1,614	-	Miscellaneous Revenue	2,000	2,000	
511,368	443,092	420,000	Revenues Total	480,000	480,000	
Expenditures						
8,866	-	-	Materials & Services	-	-	
80,421	-	-	Capital Outlay	-	-	
-	-	420,000	Transfers Out	25,000	25,000	
-	-	-	Contingencies and Reserve	455,000	455,000	
89,287	-	420,000	Expenditures Total	480,000	480,000	
422,081	443,092	-	Revenue Over (Under) Expenditures	-	-	

Revenue Sources and Other Discussion

The **Charges for Goods and Services** category generate revenues in the fund. This fund's revenue is dependent on the collection of System Development Charges (SDCs). SDC fees are dependent on development occurring – the slowdown in the economy and the slow recovery have a direct impact on the fund's ability to finance capital improvements.

Transfers In of \$39,221 represents repayment from the General Fund, Water Fund, and Sewer Fund for an inter-fund loan for the City's accounting and utility billing system. The fund has such a large beginning balance that there are no Transfers In needed for projects in FY 2013-14. For a summary of all Transfers In and Transfers Out for FY 2013-14 see Budgeted Transfers on page 249.

The **Transfers Out** of \$25,000 is a transfer to the Street & Storm Cap Const Fund for capital project 63020.0000 budgeted from this fund. For further information see Capital Construction Projects on page 250 for information on all capital projects budgeted in all funds for FY 2013-14.

Fund Detail

FY 2010-11	FY 2011-12	FY 2012-13	Account Description		FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget			Proposed	Approved	Adopted
			Fund: 377 - Storm SDC Fund				
			<u>Revenues</u>				
			Department: 000 - Revenue				
			Fund Balance				
505,731	422,081	420,000	3081	Beginning Fund Balance	463,000	463,000	-
505,731	422,081	420,000	Total - Fund Balance		463,000	463,000	-
			Charges for Goods and Services				
4,307	19,397	-	3458.201	Storm SDC's	15,000	15,000	-
4,307	19,397	-	Total - Charges for Goods and Services		15,000	15,000	-
1,331	1,614	-	3611	Interest from Investments	2,000	2,000	-
1,331	1,614	-	Total - Miscellaneous Revenue		2,000	2,000	-
511,368	443,092	420,000	Revenues Total		480,000	480,000	-
			<u>Expenditures</u>				
			Department: 631 - Maintenance				
			Program: 9512 - Construction Eng				
			Materials & Services				
7,894	-	-	5411	Engineering & Architect	-	-	-
7,894	-	-	Total - Materials & Services		-	-	-
7,894	-	-	Program Total: 9512 - Construction Eng		-	-	-
			Program: 9531 - Construction				
			Materials & Services				
972	-	-	5419	Other Professional Serv	-	-	-
972	-	-	Total - Materials & Services		-	-	-
			Capital Outlay				
80,421	-	-	5636	Storm Drains	-	-	-
80,421	-	-	Total - Capital Outlay		-	-	-
81,393	-	-	Program Total: 9531 - Construction		-	-	-
			Program: 9711 - Operating Transfer Out				
			Transfers Out				
-	-	420,000	5811.363	Transfer to Street & St Cap Const	25,000	25,000	-
-	-	420,000	5811.376	Transfer to Street SDC	-	-	-
-	-	420,000	Total - Transfers Out		25,000	25,000	-
-	-	420,000	Program Total: 9711 - Operating Transfer Out		25,000	25,000	-
89,287	-	420,000	Department Total: 631 - Maintenance		25,000	25,000	-
			Contingencies and Reserve Balances				
-	-	-	5981.005	Reserve for Future Construction	455,000	455,000	-
-	-	-	Total - Contingencies & Reserve		455,000	455,000	-
89,287	-	420,000	Expenditures Total		480,000	480,000	-
422,081	443,092	-	Fund Net: 377 - Storm SDC Fund		-	-	-

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Water SDC Fund – 474

Fund/Fund Number: Water SDC - 474
Department/Department Number: Water - 611
Department Director: Dan Brown

Description of purpose/functions of department:

Water System Development Charges (SDCs) are generated by assessing new development for adding increased capacity to the water system. These revenues are charged at the time the building permit is issued. Revenue is used solely for to increase capacity. The Water SDC for a new single-family residence is \$2,085.

Description of department, including number of personnel:

There are no personnel costs associated with this fund

Description of FY 2012-13 accomplishments:

- Hwy 214 bore at Mill Creek was completed. One-half of the construction costs was charged to Water SDC funds for capacity upgrades to the water system.

Description of FY 2013-14 proposed focus/goals:

- No major projects are planned for FY 2013-14
- Goal is to continue to complete sections of water lines to eliminate dead ends and provide better circulation and pressure to all parts of the water system.

Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Water SDC						
Revenues						
617,748	398,039	500,000	Fund Balance	600,000	600,000	
188,365	260,919	45,000	Charges for Goods and Services	60,000	60,000	
1,680	3,225	1,300	Miscellaneous Revenue	3,475	3,475	
-	-	145,000	Transfers In	-	-	
807,793	662,183	691,300	Revenues Total	663,475	663,475	
Expenditures						
-	-	494	Materials & Services	-	-	
409,754	-	-	Capital Outlay	-	-	
-	-	632,592	Transfers Out	40,000	40,000	
-	-	58,214	Contingencies and Reserve	623,475	623,475	
409,754	-	691,300	Expenditures Total	663,475	663,475	
398,039	662,183	-	Revenue Over (Under) Expenditures	-	-	

Revenue Sources and Other Discussion

The **Charges for Goods and Services** category generate revenues in the fund. This fund's revenue is dependent on the collection of System Development Charges (SDCs). SDC fees are dependent on development occurring – the slowdown in the economy and the slow recovery have a direct impact on the fund's ability to finance capital improvements.

The Transfer Out of \$40,000 represents a transfer to the Water Cap Const Fund for project number 73028.0000 budgeted from this fund. See Capital Construction Projects on page 250 for information on all capital projects budgeted in all funds for FY 2013-14.

Fund Detail

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description		FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Fund: 474 - Water SDC				
			<u>Revenues</u>				
			Department: 000 - Revenue				
			Fund Balance				
617,748	398,039	500,000	3081	Beginning Fund Balance	600,000	600,000	-
617,748	398,039	500,000	Total - Fund Balance		600,000	600,000	-
			Charges for Goods and Services				
188,365	260,919	30,000	3458.301	Water SDC's	60,000	60,000	-
-	-	15,000	3458.401	Sewer SDC's	-	-	-
188,365	260,919	45,000	Total - Charges for Goods and Services		60,000	60,000	-
			Interest from Investments				
1,680	2,166	1,300	3611	Interest from Investments	3,475	3,475	-
-	1,060	-	3699	Other Miscellaneous Income	-	-	-
1,680	3,225	1,300	Total - Miscellaneous Revenue		3,475	3,475	-
			Transfers In				
-	-	145,000	3971.475	Transfer From Sewer SDC	-	-	-
-	-	145,000	Total - Transfers In		-	-	-
807,793	662,183	691,300	Revenues Total		663,475	663,475	-
			<u>Expenditures</u>				
			Department: 611 - Water				
			Program: 9531 - Construction				
			Materials & Services				
-	-	494	5419	Other Professional Serv	-	-	-
-	-	494	Total - Materials & Services		-	-	-
			Capital Outlay				
409,754	-	-	5634	Water	-	-	-
409,754	-	-	Total - Capital Outlay		-	-	-
409,754	-	494	Program Total: 9531 - Construction		-	-	-
			Program: 9711 - Operating Transfer Out				
			Transfers Out				
-	-	147,153	5811.465	Transfer to Sewer Construction	-	-	-
-	-	485,439	5811.466	Transfer to Water Construction	40,000	40,000	-
-	-	632,592	Total - Transfers Out		40,000	40,000	-
-	-	632,592	Program Total: 9711 - Operating Transfer Out		40,000	40,000	-
409,754	-	633,086	Department Total: 611 - Water		40,000	40,000	-
			Contingencies and Reserve Balances				
-	-	13,033	5921	Contingency	-	-	-
-	-	45,181	5981.005	Reserve for Future Construction	623,475	623,475	-
-	-	58,214	Total - Contingencies & Reserve		623,475	623,475	-
409,754	-	691,300	Expenditures Total		663,475	663,475	-
398,039	662,183	-	Fund Net: 474 - Water SDC		-	-	-

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Sewer SDC Fund – 475

Fund/Fund Number: Sewer SDC - 475
Department/Department Number: Sewer - 621
Department Director: Dan Brown

Description of purpose/functions of department:

Sewer Systems Development Charges (SDCs) are generated by assessing new development for increased demands for capacity on the sewer system. This revenue is collected at the time the building permit is issued and can only be used for increased capacity. The fee for a new single-family residence is \$2,977. Funds are used for capacity improvements for sanitary sewer projects.

Description of FY 2012-13 accomplishments:

Due to lack of development and reduced funding no projects were planned

Description of FY 2013-14 proposed focus/goals:

No projects are planned for FY 2013-14

Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Sewer SDC						
Revenues						
93,663	106,453	145,000	Fund Balance	273,000	273,000	
12,301	166,529	-	Charges for Goods and Services	100,000	100,000	
490	605	-	Miscellaneous Revenue	1,750	1,750	
106,453	273,587	145,000	Revenues Total	374,750	374,750	
Expenditures						
-	-	145,000	Transfers Out	-	-	
-	-	-	Contingencies and Reserve	374,750	374,750	
-	-	145,000	Expenditures Total	374,750	374,750	
106,453	273,587	-	Revenue Over (Under) Expenditures	-	-	

Revenue Sources and Other Discussion

The **Charges for Goods and Services** category generate revenues in the fund. This fund's revenue is dependent on the collection of System Development Charges (SDCs). SDC fees are dependent on development occurring – the slowdown in the economy and the slow recovery have a direct impact on the fund's ability to finance capital improvements.

Fund Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
			Fund: 475 - Sewer SDC				
			<u>Revenues</u>				
			Department: 000 - Revenue				
			Fund Balance				
93,663	106,453	145,000	3081	Beginning Fund Balance	273,000	273,000	-
93,663	106,453	145,000	Total - Fund Balance		273,000	273,000	-
			Charges for Goods and Services				
12,301	166,529	-	3458.401	Sewer SDC's	100,000	100,000	-
12,301	166,529	-	Total - Charges for Goods and Services		100,000	100,000	-
490	605	-	3611	Interest from Investments	1,750	1,750	-
490	605	-	Total - Miscellaneous Revenue		1,750	1,750	-
106,453	273,586	145,000	Revenues Total		374,750	374,750	-
			<u>Expenditures</u>				
			Department: 621 - Sewer				
			Program: 9711 - Operating Transfer Out				
			Transfers Out				
-	-	145,000	5811.474	Transfer To Water SDC	-	-	-
-	-	145,000	Total - Transfers Out		-	-	-
-	-	145,000	Program Total: 9711 - Operating Transfer Out		-	-	-
-	-	145,000	Department Total: 621 - Sewer		-	-	-
			Contingencies and Reserve Balances				
-	-	-	5981.005	Reserve for Future Construction	374,750	374,750	-
-	-	-	Total - Contingencies & Reserve		374,750	374,750	-
-	-	145,000	Expenditures Total		374,750	374,750	-
106,453	273,586	-	Fund Net: 475 - Sewer SDC		-	-	-

Internal Services Funds

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Information Services Fund – 568

Fund/Fund Number: Information Services - 568
Department/Department Number: Finance - 151
Department Director: Christina Shearer

Description of purpose/functions of department:

This program provides the City's Information Services operations and maintenance. The program is also responsible for funding the systematic replacement of network and desktop assets. Costs are distributed based on the number of personal computers (PC's) and printers used by each program. The methodology for charging out costs is revised to include labor costs in 2008-2009 and to account for all program costs within the Information Services program budget.

The Program provides professional and technical assistance to all City departments for their information processing needs. To enhance technical support, training is provided on an as-needed basis. The program utilizes contractual services for part of the operation and support requirements of the City's Information Services.

Description of department, including number of personnel:

The department consists of three staff members.

Description of FY 2012-13 accomplishments:

- Replacement of the City Hall generator
- Continuation of upgrades of personal computers and software
- Implement police records software for the Police Department

Description of FY 2013-14 proposed focus/goals:

- Replace outdated and unsupported phone system including a 10Gb upgrade from City Hall to Police Department, and a 1Gb upgrade on some other network switches
- Upgrade all PCs from MS Office 2007 to MS Office 2013
- Tighten network security with a number of security policy changes and other hardware and software improvements
- Work with each Department to develop a strategic IT plan with the goal of solving issues and helping improve processes and productivity
- Continuation of upgrades of personal computers and software

Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Information Services						
Revenues						
33,255	154,205	63,000	Fund Balance	18,000	18,000	
47,382	67,909	58,673	Charges for Goods and Services	67,711	67,711	
615,200	685,375	575,722	Miscellaneous Revenue	661,050	661,050	
511,850	12,830	-	Transfers In	187,000	187,000	
1,207,687	920,319	697,395	Revenues Total	933,761	933,761	
Expenditures						
307,533	326,221	345,169	Personnel Services	359,339	359,339	
643,946	420,766	246,339	Materials & Services	274,161	274,161	
102,003	122,978	75,000	Capital Outlay	277,000	277,000	
-	-	-	Transfers Out	-	-	
-	-	30,887	Contingencies and Reserve	23,261	23,261	
1,053,482	869,965	697,395	Expenditures Total	933,761	933,761	
154,205	50,354	-	Revenue Over (Under) Expenditures	-	-	

Revenue Sources and Other Discussion

The **Miscellaneous** category in an internal service fund such as Information Services represents the charge assessed to city departments for network support, technology maintenance and replacement support. In the case of the Information Services Fund, this equates to \$661,050. This is budgeted based on an average cost per computer in service within the department.

Charges for Goods and Services include Intergovernmental support revenue for network maintenance and support provided to area agencies. At \$67,711, this revenue source provides 7% of the total operating revenue in the fund.

Capital Outlay: The largest component of Capital Outlay is the phone system, which is budgeted at \$187,000. The \$187,000 is not the full price of the system, but represents more than half. There would be additional cost in the next four fiscal years, but will be smaller annual outlays for the phone system. Computing is budgeted at \$50,000 to cover replacement computers that need to be purchased, and Network is budgeted at \$30,000 which will capture the cost for any replacement components to maintain and expand the City's network.

Fund Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 568 - Information Services							
Revenues							
Department: 000 - Revenue							
Fund Balance							
33,255	154,205	63,000	3081	Beginning Fund Balance	18,000	18,000	-
33,255	154,205	63,000	Total - Fund Balance		18,000	18,000	-
Charges for Goods and Services							
15,637	12,746	11,195	3421.002	Reimbursements Hubbard	11,195	11,195	-
8,607	18,703	15,198	3421.003	Reimbursements Mt Angel	15,198	15,198	-
16,496	28,509	23,318	3421.004	Reimbursements Silverton	23,318	23,318	-
2,279	-	-	3421.007	Reimburse Mt Angel FD	-	-	-
4,362	7,950	8,962	3421.008	Reimbursement Norcom	18,000	18,000	-
47,382	67,909	58,673	Total - Charges for Goods and Services		67,711	67,711	-
(365)	(491)	-	3611	Interest from Investments	300	300	-
449,857	489,457	423,004	3652.001	IS Revenue - General Fund	475,050	475,050	-
5,526	16,113	14,501	3652.110	IS Revenue - Transit	12,600	12,600	-
13,814	10,480	8,934	3652.123	IS Revenue - Building Inspection	12,600	12,600	-
5,186	2,161	-	3652.134	IS Revenue - Weed & Seed	-	-	-
2,763	2,763	2,234	3652.138	IS Revenue - RSVP	-	-	-
12,440	13,755	11,168	3652.140	IS Revenue - Street	15,750	15,750	-
30,268	27,510	24,759	3652.470	IS Revenue - Water	34,650	34,650	-
35,510	37,447	33,702	3652.472	IS Revenue - Sewer	56,700	56,700	-
-	13,755	10,274	3652.478	IS Revenue - Surface Water	-	-	-
13,814	52,385	47,146	3652.582	IS Revenue - Public Works Services	53,400	53,400	-
44,442	-	-	3652.583	IS Revenue - Facilities Maintenance	-	-	-
208	7,610	-	3699	Other Miscellaneous Income	-	-	-
1,738	12,430	-	3881	Reimbursements	-	-	-
615,200	685,375	575,722	Total - Miscellaneous Revenue		661,050	661,050	-
Transfers In							
511,850	-	-	3971	Transfer In NWS Upgrade	-	-	-
-	-	-	3971.001	Transfer From General Fund	187,000	187,000	-
-	12,830	-	3971.580	Transfer From Central Stores	-	-	-
511,850	12,830	-	Total - Transfers In		187,000	187,000	-
1,207,687	920,319	697,395	Revenues Total		933,761	933,761	-

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 568 - Information Services							
Expenditures							
Department: 151 - Finance							
Program: 1921 - Information Services							
Personnel Services							
214,926	222,528	223,848	5111	Regular Wages	234,225	234,225	-
476	-	-	5121	Overtime	-	-	-
93	86	134	5211	OR Workers' Benefit	108	108	-
16,194	16,417	17,124	5212	Social Security	17,918	17,918	-
42,415	45,035	49,528	5213	Med, Den, Life Ins.	43,316	43,316	-
31,494	38,875	49,378	5214	Retirement	59,248	59,248	-
817	819	900	5215	Long Term Disability Ins	968	968	-
630	1,974	3,693	5216	Unemployment Insurance	3,046	3,046	-
487	488	564	5217	Life Insurance	510	510	-
307,533	326,221	345,169	Total - Personnel Services		359,339	359,339	-
Materials & Services							
41,374	43,881	38,000	5315	Computer Supplies	38,000	38,000	-
3,624	3,765	3,000	5319	Other Office Supplies	3,000	3,000	-
-	9,339	-	5329	Other Operating Supplies	-	-	-
18,710	16,039	19,000	5415	Computer	40,000	40,000	-
10,711	9,589	11,000	5421	Telephone/Data	11,000	11,000	-
449	4,403	500	5422	Postage	500	500	-
7,685	7,884	9,000	5423	Internet	9,000	9,000	-
1,131	1,252	1,500	5433	Mileage	1,500	1,500	-
140,562	202,005	152,000	5446	Software Licenses	160,650	160,650	-
413,590	109,680	-	5446.915	NWS Upgrade	-	-	-
720	4,988	4,988	5464	Workers' Comp	3,895	3,895	-
-	3,990	3,990	5465	General Liability	3,116	3,116	-
531	864	-	5471	Equipment Repair & Maint	-	-	-
70	-	-	5491	Dues & Subscriptions	-	-	-
4,790	2,360	2,500	5492	Registrations/Tuitions	3,500	3,500	-
-	727	861	5500	Banking Fees & Charges	-	-	-
643,946	420,766	246,339	Total - Materials & Services		274,161	274,161	-
Capital Outlay							
59,792	79,749	45,000	5645	Computing	50,000	50,000	-
42,212	43,229	30,000	5645.101	Network	40,000	40,000	-
-	-	-	5645.102	Telephone	187,000	187,000	-
102,003	122,978	75,000	Total - Capital Outlay		277,000	277,000	-
1,053,482	869,966	666,508	Program Total: 1921 - Information Services		910,500	910,500	-
1,053,482	869,966	666,508	Department Total: 151 - Finance		910,500	910,500	-
Contingencies and Reserve Balances							
-	-	14,887	5921	Contingency	7,261	7,261	-
-	-	16,000	5981.011	Reserve for Plotters	16,000	16,000	-
-	-	30,887	Total - Contingencies & Reserve		23,261	23,261	-
1,053,482	869,966	697,395	Expenditures Total		933,761	933,761	-
154,205	50,353	-	Fund Net: 568 - Information Services		-	-	-

Insurance Fund – 581

Fund/Fund Number: Insurance - 581
Department/Department Number: Risk Management - 131
Department Director: Heather Pierson

Description of purpose/functions of department:

Management of insurance activities including Workers Compensation, Automobile, Property and Liability coverage and claims.

Description of department, including number of personnel:

Risk Management is one of the functions of the City Recorder. One-third of the City Recorders position is allocated to Risk Management activities (including Safety Committee). All insurance coverage, premium, and claims activity is handled through this department.

Description of FY 2012-13 accomplishments:

- Restructure of Insurance Fund funding (inter-fund allocation)

Description of FY 2013-14 proposed focus/goals:

- Implementation of Safety & Loss Prevention policy
- Development of new incident tracking system
- Development of new incident reporting forms and procedures
- Development of Insurance Certificate tracking system

Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Insurance Fund						
Revenues						
17,410	206,950	85,000	Fund Balance	150,000	150,000	
524,474	597,418	449,126	Miscellaneous Revenue	514,229	514,229	
541,884	804,368	534,126	Revenues Total	664,229	664,229	
Expenditures						
34,712	31,912	57,409	Personnel Services	55,754	55,754	
300,222	472,847	476,717	Materials & Services	518,152	518,152	
-	-	-	Contingencies and Reserve	90,323	90,323	
334,934	504,759	534,126	Expenditures Total	664,229	664,229	
206,950	299,609	-	Revenue Over (Under) Expenditures	-	-	

Fund Detail

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description		FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Fund: 581 - Insurance Fund							
Revenues							
Department: 000 - Revenue							
Fund Balance							
17,410	206,950	85,000	3081	Beginning Fund Balance	150,000	150,000	-
17,410	206,950	85,000	Total - Fund Balance		150,000	150,000	-
277	(123)	-	3611	Interest from Investments	1,600	1,600	-
312,183	303,466	224,790	3658.101	General Liability	277,942	277,942	-
207,554	285,811	211,712	3658.104	Workers Comp	222,063	222,063	-
4,326	8,264	12,624	3699	Other Miscellaneous Income	12,624	12,624	-
524,340	597,418	449,126	Total - Miscellaneous Revenue		514,229	514,229	-
541,750	804,368	534,126	Revenues Total		664,229	664,229	-

Revenue Sources and Other Discussion

Revenues in the Insurance Fund come from charges to other funds. The **Miscellaneous Revenue** category represents the charges assessed to City departments for the City's insurance coverage. These charges and interest are the only revenue for the insurance fund.

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Expenditures							
Department: 131 - City Recorder							
Program: 1611 - Risk Management							
Personnel Services							
23,092	20,786	36,230	5111	Regular Wages	39,634	39,634	-
8	7	15	5211	OR Workers' Benefit	17	17	-
1,789	1,594	2,772	5212	Social Security	3,032	3,032	-
5,497	4,599	8,665	5213	Med, Den, Life Ins.	2,486	2,486	-
3,981	4,619	8,892	5214	Retirement	9,820	9,820	-
91	78	146	5215	Long Term Disability Ins	163	163	-
66	180	598	5216	Unemployment Insurance	516	516	-
54	46	91	5217	Life Insurance	86	86	-
34,577	31,909	57,409	Total - Personnel Services		55,754	55,754	-
Materials & Services							
290	-	-	5319	Other Office Supplies	-	-	-
368	66	-	5326	Safety/Medicines	-	-	-
11,528	600	-	5418	Risk Management	-	-	-
3,793	-	-	5419	Other Professional Serv	-	-	-
225	-	-	5431	Lodging	-	-	-
18	112	166	5433	Mileage	166	166	-
40,329	28,343	41,000	5461	Auto Insurance	44,649	44,649	-
1,264	2,202	2,000	5462	Employee Blanket Bond	2,178	2,178	-
44,187	51,105	61,000	5463	Bldg/Personal Prop	66,429	66,429	-
154,343	289,561	232,000	5464	Workers' Comp	252,648	252,648	-
33,290	78,701	99,000	5465	General Liability	107,811	107,811	-
2,683	-	-	5466	Boiler/Machinery	-	-	-
1,000	5,665	25,000	5468	Deductible	32,670	32,670	-
6,335	14,883	15,000	5469	Other Insurance Costs	10,890	10,890	-
-	-	-	5491	Dues & Subscriptions	50	50	-
503	825	630	5492	Registrations/Tuitions	630	630	-
67	21	31	5499	Other Services	31	31	-
-	765	890	5500	Banking Fees & Charges	-	-	-
300,222	472,848	476,717	Total - Materials & Services		518,152	518,152	-
334,799	504,758	534,126	Program Total: 1611 - Risk Management		573,906	573,906	-
334,799	504,758	534,126	Department Total: 131 - City Recorder		573,906	573,906	-
Contingencies and Reserve Balances							
-	-	-	5921	Contingency	90,323	90,323	-
-	-	-	Total - Contingencies & Reserve		90,323	90,323	-
334,799	504,758	534,126	Expenditures Total		664,229	664,229	-
206,950	299,610	-	Fund Net: 581 - Insurance Fund		-	-	-

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Public Works Services Fund – 582

Fund/Fund Number: Public Works Services - 582
Department/Department Number: Engineering - 651
Department Director: Dan Brown

Description of purpose/functions of department:

This fund encompasses several different sections – Facilities Maintenance, Engineering, Garage, and Public Works Administration.

- The Facilities Maintenance Section is responsible for facilities maintenance support services for all City of Woodburn facilities except the Aquatic Center. Direct support services are provided by City staff for custodial services only. Other facilities support services are provided by commercial contracts, which are initiated and financed through the Facilities Maintenance Section. Commercially contracted facilities maintenance services include Heating, Ventilation, and Air Conditioning (HVAC); electrician services for both maintenance and improvements; fire protection equipment; elevator; locksmith; roofing; and painting.
- The Engineering Division provides comprehensive engineering and surveying services, capital project administration, and management of the Street Maintenance Section. Engineering Division staff maintains database, survey, and mapping information; reviews development projects for compliance with Public Works requirements; Coordinates the activities of utility companies in the City right-of-way; reviews county and state projects that occur in the City limits; analyzes traffic studies and street lighting proposals; and inspects public and private construction of streets, storm drainage systems, water lines, and sewer lines.
- - In addition, the Engineering Division is responsible for administering public contracts, including the City's street restoration program. This entails ensuring that construction contractors comply with project plans and specifications, safety regulations, and proper construction techniques. The Engineering Division manages Street Maintenance procurement activities for the City of Woodburn.
- The Garage is responsible for providing service and maintenance to the Woodburn fleet with the exception of the police department and Transit vehicles. All heavy equipment and small equipment is maintained by the garage. The Garage is responsible for maintaining accurate records for each vehicle, service vehicles, passenger vehicles, pickups, dump trucks, backhoes, loaders, mowers, and ATV's owned by the City. The Garage is also responsible for safety equipment and winter gear for the fleet. The vehicle rolling stock including trailers is 90 units and 270 pieces of motorized equipment.
 - The Garage is discontinuing maintenance support for Transit in FY 2013-14 and Transit vehicle maintenance will be provided by commercial contract.
- PW Administration provides managerial and technical oversight of the Public Works Department. Prepare and administer commercial contracts to supplement assigned staff to provide the City of Woodburn with essential municipal services.

Description of department, including number of personnel:

- Facilities Maintenance section consists of a supervisor, and 3 custodians.
- The Engineering Division currently has 7 FTE
- Garage transferred one 1 FTE to Street, due to the change in Transit vehicle maintenance
- Public Works Administration consists of 3 FTE

Description of FY 2012-13 accomplishments:

- ❖ The Facilities Maintenance Section established a minimal level of service to meet the budgetary reductions established in this fiscal year. No public or employee safety or hygiene deficiencies have been identified due to operating at a minimal service level for facilities maintenance. Accomplishments include establishment of:
 - Facilitate Building Maintenance Service Contracts
 - Consolidate Ordering, Tracking, Inventory
 - Adopt and Reinforce Team cleaning practices
 - Continue to develop Building Safety Program
 - Utilize Succeed Health & Safety Services
 - Better Communication with Customers and Staff
- ❖ Engineering Division accomplishments include:
 - North Front Street Interim Paving Improvements
 - Completion of the Hwy 214 @ Mill Creek Waterline Bore
 - Design of the required relocations of Water and Sanitary Sewer Utilities in conjunction with the I-5 Interchange Project
 - Construction of the I-5 Interchange Waterline Relocation at Evergreen Extension
 - Construction of the I-5 Interchange Force Main and Sanitary Sewer Services Relocation east of Astor Way
 - Street Restoration Projects
 - Salem 911 and NORCOM Maps
 - Completion of the I-5 Interchange Tree Clearing Project
 - Completion of the Grounds/Landscape Maintenance Guidelines
 - Completion of the WWTP HVAC upgrades
 - Design and Construction of Non-Structural Seismic Upgrades to City Library
- ❖ The past fiscal year for the Garage implemented a cost recovery model that reflected all costs associated with providing vehicle and equipment maintenance. This accounting model proved to be extremely administrative intensive and reduce the number of staff hours available to perform actual maintenance work. Additionally, actual revenues received from Transit were only 66 percent of budgeted revenues, thus the garage under recovered needed revenue from Transit, yet 48 percent of staff resources were dedicated to Transit maintenance. Clearly the accounting model for the garage needed revision to ensure budgeted revenues were actually received.
- ❖ The Maintenance Management System (MMS) implemented provided an accurate record of support services provided by the Garage during FY 2013-14. The implementation of the MMS for vehicular maintenance and cost tracking has provided valuable management information regarding how Garage resources are being utilized. This detailed accounting information revealed the inadequacy of the current cost recovery model and revealed the need to identify alternate means of maintaining Transit vehicles.

- ❖ Public Works Administration accomplishments include:
 - Implemented staffing reductions as a result of the FY 2012-13 budget process. Accomplished all capital constructions identified in the FY 2012-13 budget
 - Completed technical and fiscal review of the Water Supply System Master Plan and completed a rate study

Description of FY 2013-14 proposed focus/goals:

- ❖ The Facilities Maintenance Section continues to provide minimal level of service due to budgetary limitations. Closely monitor public and employee safety and hygiene to insure basic public facilities requirements are provided.
- ❖ The Engineering Section has planned the following:
 - Complete required Water, Sanitary, and Storm Sewer Utility Relocations in conjunction with the I-5 Interchange Project
 - I-5 Interchange Tree Removal & Fence Installation, Phase 2
 - Continue to define and implement the Urban Forest Renewal Program
 - Continue to Train Staff on Safety Issues
 - Assist the Water Resources Division by Delivering Water, Storm Collection, Sanitary Sewer Collection and Wastewater Facility Capital Improvement Projects
 - Continue to Streamline the Review of Development Projects
 - Continued Sidewalk/ADA Construction
 - Ogle Street Sidewalk and Surface Improvements
 - Street Restoration Projects
 - Design and permitting of Wyffels Park Stream Restoration Project
- ❖ Garage will implement the vehicle and equipment unit cost for preventive and scheduled maintenance to provide a reliable cost recovery methodology. Follow-up with comparing predicted serviced unit cost model with actual expenditures tracked by the MMS. This refinement in accounting for services provided will result in an accurate cost allocation model.

Description of major difference(s) between FY 2012-13 and FY 2013-14:

- Adapt to the elimination of the Maintenance and Support Services Division and provide administrative oversight to all phases of the street maintenance program.
- Streamlined processes for the implementation of the Pavement Management Program
- Increased Focus on Job Site Safety

Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Public Works Services						
Revenues						
592,386	360,552	66,000	Fund Balance	25,000	25,000	
1,739	6,199	2,000	Licenses and Permits	5,000	5,000	
10,196	9,678	8,000	Charges for Goods and Services	8,500	8,500	
51,187	53,800	-	Franchise Fees	-	-	
315,196	530,435	1,256,319	Miscellaneous Revenue	1,503,547	1,503,547	
660,626	667,000	356,590	Transfers In	-	-	
1,631,331	1,627,664	1,688,909	Revenues Total	1,542,047	1,542,047	
Expenditures						
1,041,450	1,074,779	942,737	Personnel Services	912,471	912,471	
224,329	245,379	593,947	Materials & Services	599,576	599,576	
5,000	288,965	5,000	Transfers Out	5,000	5,000	
-	-	147,225	Contingencies and Reserve	25,000	25,000	
1,270,779	1,609,123	1,688,909	Expenditures Total	1,542,047	1,542,047	
360,552	18,541	-	Revenue Over (Under) Expenditures	-	-	

Revenue Sources and Other Discussion

The **Miscellaneous** category contains overhead charges assessed on city departments for actual engineering and construction management costs associated with specific construction projects. At \$1,508,547, this represents nearly all of the revenues for this fund.

The **Transfers Out** of \$5,000 represents a transfer to the Equipment Replacement Fund for future needs. For a summary of all Transfers In and Transfers Out for FY 2013-14 see Budgeted Transfers on page 249.

Fund Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 582 - Public Works Services Fund							
Revenues							
Department: 000 - Revenue							
Fund Balance							
592,386	360,552	66,000	3081	Beginning Fund Balance	25,000	25,000	-
592,386	360,552	66,000	Total - Fund Balance		25,000	25,000	-
Licenses and Permits							
1,739	6,199	2,000	3224	R/W Construction Permits	5,000	5,000	-
1,739	6,199	2,000	Total - Licenses and Permits		5,000	5,000	-
Charges for Goods and Services							
115	-	-	3415	Sale of Documents	-	-	-
2,700	1,400	3,000	3415.001	Sale of Bid Documents	1,000	1,000	-
7,381	8,278	5,000	3451	T&E Planning Develop Fee	7,500	7,500	-
10,196	9,678	8,000	Total - Charges for Goods and Services		8,500	8,500	-
Franchise Fees							
34,989	35,000	-	3231	Franchise Fee, PGE	-	-	-
9,969	12,000	-	3232	Franchise Fee, NW Natural	-	-	-
2,240	3,000	-	3233	Franchise Fee, Qwest	-	-	-
3,990	3,800	-	3235	Franchise Fee, Wave BB	-	-	-
51,187	53,800	-	Total - Franchise Fees		-	-	-
Miscellaneous Revenue							
(249)	(789)	200	3611	Interest from Investments	350	350	-
31,818	48,532	-	3652	Interfund Stores Issues	-	-	-
-	-	206,119	3654	Garage WO Revenue	-	-	-
298,064	473,276	450,000	3656	Engineering Project WO Revenue	-	-	-
-	-	-	3694	Gain/Loss on Sale	-	-	-
154	9,416	600,000	3699	Other Miscellaneous Income	600	600	-
329,787	530,435	1,256,319	Total - Miscellaneous Revenue		950	950	-
Transfers In							
-	-	-	3971.001	Transfer From General Fund	-	-	-
195,000	195,000	169,830	3971.140	Transfer From Street	-	-	-
-	11,000	-	3971.378	Transfer From PW Facility Const	-	-	-
311,000	311,000	76,322	3971.470	Transfer From Water	-	-	-
150,000	150,000	66,438	3971.472	Transfer From Sewer	-	-	-
-	-	44,000	3971.583	Transfer From Buidling Maint	-	-	-
656,000	667,000	356,590	Total - Transfers In		-	-	-
1,641,296	1,627,664	1,688,909	Department Total - Revenue		39,450	39,450	-
Department: 631 - Maintenance							
-	-	-	3651	Internal Rent Revenue	533,976	533,976	-
-	-	-	Total - Miscellaneous Revenue		533,976	533,976	-
-	-	-	Department Total: 631 - Maintenance		533,976	533,976	-

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description		FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Department: 651 - Engineering							
-	-	-	3656	Engineering Project WO Revenue	520,000	520,000	-
-	-	-	3656.140	Engineering Support from Street	135,387	135,387	-
-	-	-	3656.470	Engineering Support from Water	10,805	10,805	-
-	-	-	3656.472	Engineering Support from Sewer	17,680	17,680	-
-	-	-	Total - Miscellaneous Revenue		683,872	683,872	-
-	-	-	Department Total: 651 - Engineering		683,872	683,872	-
Fund: 582 - Public Works Services Fund							
Department: 661 - Garage							
-	-	-	3654	Garage WO Revenue	147,099	147,099	-
-	-	-	Total - Miscellaneous Revenue		147,099	147,099	-
-	-	-	Department Total: 661 - Garage		147,099	147,099	-
Department: 691 - Public Works Administration							
-	-	-	3657.140	PW Overhead from Street	51,855	51,855	-
-	-	-	3657.470	PW Overhead from Water	43,369	43,369	-
-	-	-	3657.472	PW Overhead from Sewer	42,426	42,426	-
-	-	-	Total - Miscellaneous Revenue		137,650	137,650	-
-	-	-	Department Total: 691 - Public Works Administration		137,650	137,650	-
1,641,296	1,627,664	1,688,909	Revenues Total		1,542,047	1,542,047	-

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 582 - Public Works Services Fund							
Expenditures							
Department: 631 - Maintenance							
Program: 1911 - Facilities Maintenance							
Personnel Services							
-	-	139,902	5111	Regular Wages	149,877	149,877	-
-	-	2,000	5121	Overtime	-	-	-
-	-	139	5211	OR Workers' Benefit	111	111	-
-	-	10,856	5212	Social Security	11,466	11,466	-
-	-	49,048	5213	Med, Den, Life Ins.	46,616	46,616	-
-	-	28,139	5214	Retirement	31,424	31,424	-
-	-	570	5215	Long Term Disability Ins	665	665	-
-	-	2,341	5216	Unemployment Insurance	1,949	1,949	-
-	-	358	5217	Life Insurance	330	330	-
-	-	233,353	Total - Personnel Services		242,438	242,438	-
Materials & Services							
-	-	200	5315	Computer Supplies	200	200	-
-	-	300	5319	Other Office Supplies	300	300	-
-	-	16,000	5321	Cleaning Supplies	16,000	16,000	-
-	-	1,500	5323	Fuel	1,500	1,500	-
-	-	1,200	5324	Clothing	1,200	1,200	-
-	-	1,000	5326	Safety/Medicines	1,000	1,000	-
-	-	1,000	5329	Other Operating Supplies	1,000	1,000	-
-	-	500	5338	Tools	500	500	-
-	-	700	5339	Other Maintenance Supplie	700	700	-
-	-	500	5352	Protective Clothing	500	500	-
-	-	1,000	5391	Inventory Stock	1,000	1,000	-
-	-	100	5392	Security Supplies	100	100	-
-	-	-	5409.582	Garage Services	2,185	2,185	-
-	-	250	5416	Medical	250	250	-
-	-	85,000	5419	Other Professional Serv	85,000	85,000	-
-	-	2,000	5421	Telephone/Data	2,000	2,000	-
-	-	1,000	5427	Training	1,000	1,000	-
-	-	1,500	5445	Work Equipment	3,000	3,000	-
-	-	22,000	5451	Natural Gas	18,500	18,500	-
-	-	127,000	5453	Electricity	127,000	127,000	-
-	-	5,000	5454	Solid Waste Disposal	7,000	7,000	-
-	-	9,902	5464	Workers' Comp	7,732	7,732	-
-	-	7,636	5465	General Liability	5,963	5,963	-
-	-	1,500	5471	Equipment Repair & Maint	2,000	2,000	-
-	-	2,500	5475	Vehicle Repair & Maint	1,000	1,000	-
-	-	1,500	5494	Janitorial	1,500	1,500	-
-	-	250	5498	Permits/Fees	250	250	-
-	-	500	5499	Other Services	3,158	3,158	-
-	-	291,538	Total - Materials & Services		291,538	291,538	-
-	-	524,891	Program Total: 1911 - Facilities Maintenance		533,976	533,976	-
-	-	524,891	Department Total: 631 - Maintenance		533,976	533,976	-

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 582 - Public Works Services Fund							
Department: 651 - Engineering							
Program: 9511 - Design Engineering							
Personnel Services							
401,578	395,194	355,837	5111	Regular Wages	368,202	368,202	-
-	24,640	-	5112	Part-Time Wages	-	-	-
6,538	5,387	-	5121	Overtime	-	-	-
165	170	154	5211	OR Workers' Benefit	154	154	-
30,993	32,032	27,222	5212	Social Security	28,168	28,168	-
72,977	84,273	76,881	5213	Med, Den, Life Ins.	73,619	73,619	-
54,880	75,915	89,155	5214	Retirement	90,940	90,940	-
1,495	1,512	1,430	5215	Long Term Disability Ins	1,513	1,513	-
1,203	3,742	5,871	5216	Unemployment Insurance	4,787	4,787	-
896	891	897	5217	Life Insurance	792	792	-
570,725	623,757	557,447	Total - Personnel Services		568,175	568,175	-
Materials & Services							
700	100	1,750	5314	Books	1,750	1,750	-
377	-	2,900	5315	Computer Supplies	2,900	2,900	-
1,511	3,074	3,200	5319	Other Office Supplies	3,200	3,200	-
1,507	1,646	1,700	5323	Fuel	1,700	1,700	-
-	236	1,000	5324	Clothing	1,000	1,000	-
-	248	2,500	5326	Safety/Medicines	2,500	2,500	-
4,438	3,599	4,500	5329	Other Operating Supplies	4,500	4,500	-
996	285	1,200	5399	Other Supplies	1,200	1,200	-
-	-	-	5409.582	Garage Services	4,386	4,386	-
16,487	15,620	23,000	5411	Engineering & Architect	23,000	23,000	-
9,980	10,055	15,000	5419	Other Professional Serv	12,500	12,500	-
2,216	2,861	4,000	5421	Telephone/Data	4,000	4,000	-
774	446	1,400	5422	Postage	1,400	1,400	-
-	-	1,000	5424	Advertising	1,000	1,000	-
2,002	5,056	10,000	5427	Training	10,000	10,000	-
27,865	33,128	29,815	5428	IS Support	31,350	31,350	-
-	-	100	5433	Mileage	100	100	-
-	-	100	5445	Work Equipment	100	100	-
3,300	3,900	4,000	5446	Software Licenses	4,000	4,000	-
1,658	-	-	5461	Auto Insurance	-	-	-
1,750	-	-	5464	Workers' Comp	-	-	-
4,636	-	-	5465	General Liability	-	-	-
-	115	500	5471	Equipment Repair & Maint	500	500	-
721	528	2,000	5475	Vehicle Repair & Maint	500	500	-
424	1,257	3,000	5492	Registrations/Tuitions	3,000	3,000	-
296	108	2,000	5493	Printing/Binding	2,000	2,000	-
305	-	700	5496	Filing/Recording	700	700	-
-	7	500	5498	Permits/Fees	500	500	-
19	1,050	1,633	5499	Other Services	1,247	1,247	-
81,960	83,318	117,498	Total - Materials & Services		119,033	119,033	-
Transfers Out							
5,000	5,000	5,000	5811.591	Transfer to Equipment Replace	5,000	5,000	-
5,000	5,000	5,000	Total - Transfers Out		5,000	5,000	-
657,686	712,075	679,945	Program Total: 9511 - Design Engineering		692,208	692,208	-
657,686	712,075	679,945	Department Total: 651 - Engineering		692,208	692,208	-

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description		FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Fund: 582 - Public Works Services Fund							
Department: 661 - Garage							
Program: 1941 - Garage							
Personnel Services							
57,893	51,202	89,976	5111	Regular Wages	64,333	64,333	-
4,694	3,106	5,000	5121	Overtime	-	-	-
37	30	87	5211	OR Workers' Benefit	34	34	-
4,533	3,904	7,036	5212	Social Security	4,924	4,924	-
18,956	17,721	30,762	5213	Med, Den, Life Ins.	17,922	17,922	-
7,708	8,394	16,956	5214	Retirement	13,409	13,409	-
217	180	370	5215	Long Term Disability Ins	261	261	-
183	471	1,518	5216	Unemployment Insurance	838	838	-
129	107	232	5217	Life Insurance	137	137	-
94,348	85,113	151,937	Total - Personnel Services		101,858	101,858	-
Materials & Services							
-	281	500	5315	Computer Supplies	260	260	-
236	238	500	5319	Other Office Supplies	500	500	-
-	-	200	5321	Cleaning Supplies	200	200	-
-	11,453	12,000	5322	Lubricants	12,000	12,000	-
900	1,068	2,100	5323	Fuel	2,000	2,000	-
807	778	1,500	5324	Clothing	1,000	1,000	-
995	2,492	4,000	5326	Safety/Medicines	400	400	-
2,244	2,167	3,000	5329	Other Operating Supplies	2,500	2,500	-
2,500	3,591	4,000	5338	Tools	2,933	2,933	-
-	-	150	5339	Other Maintenance Supplie	150	150	-
-	-	500	5352	Protective Clothing	500	500	-
6,668	6,045	6,600	5391	Inventory Stock	6,600	6,600	-
-	-	250	5392	Security Supplies	250	250	-
452	994	1,000	5399	Other Supplies	1,000	1,000	-
-	-	-	5416	Medical	100	100	-
2,456	326	1,100	5419	Other Professional Serv	3,900	3,900	-
490	1,117	1,000	5421	Telephone/Data	800	800	-
1,444	1,476	2,000	5427	Training	1,200	1,200	-
-	-	100	5432	Meals	100	100	-
-	-	100	5433	Mileage	100	100	-
-	-	250	5443	Office Equipment	250	250	-
2,210	4,579	5,500	5446	Software Licenses	5,500	5,500	-
268	-	100	5454	Solid Waste Disposal	100	100	-
-	1,472	1,472	5464	Workers' Comp	1,149	1,149	-
-	1,810	1,810	5465	General Liability	1,413	1,413	-
939	1,841	1,800	5471	Equipment Repair & Maint	1,800	1,800	-
431	565	750	5472	Buildings Repairs & Maint	750	750	-
497	380	500	5475	Vehicle Repair & Maint	1,500	1,500	-
236	145	500	5476	Laundry	500	500	-
-	-	500	5479	Other Repair & Maintenanc	500	500	-
87	398	400	5492	Registrations/Tuitions	400	400	-
-	-	-	5499	Other Services	1,000	1,000	-
23,861	43,216	54,182	Total - Materials & Services		51,355	51,355	-
Capital Outlay							
3,890	-	-	5649	Other Equipment	-	-	-
3,890	-	-	Total - Capital Outlay		-	-	-
122,098	128,329	206,119	Program Total: 1941 - Garage		153,213	153,213	-
122,098	128,329	206,119	Department Total: 661 - Garage		153,213	153,213	-

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 582 - Public Works Services Fund							
Department: 691 - Public Works Administration							
Program: 6999 - Public Works Admin							
Personnel Services							
230,398	251,878	-	5111	Regular Wages	-	-	-
3,569	4,889	-	5121	Overtime	-	-	-
88	88	-	5211	OR Workers' Benefit	-	-	-
17,715	19,237	-	5212	Social Security	-	-	-
30,242	44,481	-	5213	Med, Den, Life Ins.	-	-	-
36,266	52,375	-	5214	Retirement	-	-	-
876	929	-	5215	Long Term Disability Ins	-	-	-
688	2,287	-	5216	Unemployment Insurance	-	-	-
502	542	-	5217	Life Insurance	-	-	-
320,344	376,706	-	Total - Personnel Services		-	-	-
Materials & Services							
500	423	500	5314	Books	500	500	-
190	-	400	5315	Computer Supplies	400	400	-
606	2,439	3,000	5319	Other Office Supplies	3,000	3,000	-
237	69	400	5323	Fuel	400	400	-
-	-	1,500	5326	Safety/Medicines	1,500	1,500	-
-	909	1,500	5329	Other Operating Supplies	1,500	1,500	-
253	16	500	5399	Other Supplies	500	500	-
-	-	-	5409.582	Garage Services	1,100	1,100	-
3,940	2,912	5,000	5413	Management	-	-	-
576	103	1,000	5417	Human Resources	1,000	1,000	-
1,516	3,588	1,600	5419	Other Professional Serv	7,600	7,600	-
1,688	1,861	2,000	5421	Telephone/Data	2,000	2,000	-
309	132	300	5422	Postage	300	300	-
-	-	300	5424	Advertising	300	300	-
383	-	1,500	5425	Publication of Legal Note	500	500	-
2,688	2,129	4,500	5427	Training	5,500	5,500	-
16,577	19,257	17,331	5428	IS Support	22,050	22,050	-
50	70	50	5433	Mileage	200	200	-
1,200	1,081	1,200	5446	Software Licenses	1,200	1,200	-
52,153	36,167	34,479	5448	Internal Rent	48,309	48,309	-
344	-	-	5461	Auto Insurance	-	-	-
890	-	-	5463	Bldg/Personal Prop	-	-	-
9,474	22,639	22,639	5464	Workers' Comp	17,678	17,678	-
1,250	19,930	19,930	5465	General Liability	15,563	15,563	-
-	-	500	5471	Equipment Repair & Maint	500	500	-
239	-	750	5475	Vehicle Repair & Maint	400	400	-
495	721	850	5491	Dues & Subscriptions	850	850	-
1,166	1,256	1,500	5492	Registrations/Tuitions	2,500	2,500	-
396	45	400	5493	Printing/Binding	400	400	-
-	31	400	5496	Filing/Recording	400	400	-
2,494	-	200	5498	Permits/Fees	200	200	-
87	62	4,200	5499	Other Services	1,300	1,300	-
-	3,004	2,300	5500	Banking Fees & Charges	-	-	-
99,701	118,843	130,729	Total - Materials & Services		137,650	137,650	-

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Fund: 582 - Public Works Services Fund						
420,045	495,549	130,729	Program Total: 6999 - Public Works Admin	137,650	137,650	-
420,045	495,549	130,729	Department Total: 691 - Public Works Administration	137,650	137,650	-
Contingencies and Reserve Balances						
-	-	122,225	5921 Contingency	25,000	25,000	-
-	-	25,000	5981.101 Reserve for PERS	-	-	-
-	-	147,225	Total - Contingencies & Reserve	25,000	25,000	-
1,199,829	1,335,953	1,688,909	Expenditures Total	1,542,047	1,542,047	-
441,466	291,710	-	Fund Net: 582 - Public Works Services Fund	-	-	-

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Equipment Replacement Fund – 591

Fund/Fund Number: Equip Replacement Fund - 591
Department/Department Number: Various
Department Director: Dan Brown

Description of purpose/functions of department:

This fund is used for replacing vehicles and other equipment when useful life is done. Each Public Works Division transfers an amount about equal to 1/10th of the value of their fixed asset inventory every year. Some equipment is very expensive to replace.

Description of department, including number of personnel:

No personnel costs are charged to this fund.

Description of FY 2012-13 accomplishments:

- Sewerline Maintenance – new Vac-Con was ordered in early 2013 to replace existing equipment which has been maintained several years beyond service life and maintenance costs were getting too high to continue.

Description of FY 2013-14 proposed focus/goals:

- Each Public Works division will continue to transfer money, as available, to this fund to cover costs of replacing vehicles and equipment.
- There are no major purchases of equipment planned in FY 2013-2014

Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Equipment Replacement Fd						
Revenues						
418,174	460,887	552,087	Fund Balance	728,463	728,463	
1,190	1,765	1,000	Miscellaneous Revenue	4,000	4,000	
110,000	210,000	210,000	Transfers In	115,259	115,259	
529,364	672,652	763,087	Revenues Total	847,722	847,722	
Expenditures						
68,477	102,017	763,087	Capital Outlay	829,428	829,428	
-	-	-	Transfers Out	18,294	18,294	
68,477	102,017	763,087	Expenditures Total	847,722	847,722	
460,887	570,635	-	Revenue Over (Under) Expenditures	-	-	

Fund Detail

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description		FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Fund: 591 - Equipment Replacement Fd							
Revenues							
Department: 000 - Revenue							
Fund Balance							
418,174	460,887	552,087	3081	Beginning Fund Balance	728,463	728,463	-
418,174	460,887	552,087	Total - Fund Balance		728,463	728,463	-
1,190	1,765	1,000	3611	Interest from Investments	4,000	4,000	-
1,190	1,765	1,000	Total - Miscellaneous Revenue		4,000	4,000	-
Transfers In							
-	30,000	30,000	3971.140	Transfer From Street	30,000	30,000	-
35,000	25,000	25,000	3971.470	Transfer From Water	10,000	10,000	-
70,000	150,000	150,000	3971.472	Transfer From Sewer	70,259	70,259	-
5,000	5,000	5,000	3971.582	Transfer From Public Works Services Fund	5,000	5,000	-
110,000	210,000	210,000	Total - Transfers In		115,259	115,259	-
529,364	672,652	763,087	Revenues Total		847,722	847,722	-

Revenue Sources and Other Discussion

The **Transfers In** category contains transfers from other Public Works divisions to cover the cost associated with replacing vehicles and equipment. This is the fund's sole source of revenue besides a small amount from interest earned. These transfers will continue only if funds are available.

Capital Outlay: There is no plan to replace any equipment unless an emergency arises. Because of the nature of this fund, all resources are captured in capital outlay line items so they can be readily expended if the need arises.

Transfers Out of \$18,294 represents a transfer to the Transit Fund as a portion of the grant matching funds for the purchase of a new bus. For a summary of all Transfers In and Transfers Out for FY 2013-14 see Budgeted Transfers on page 249.

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Fund: 591 - Equipment Replacement Fd			
			<u>Expenditures</u>			
			Department: 611 - Water			
			Program: 9211 - Equipment Purchases			
			Capital Outlay			
-	2,299	275,768	5649 Other Equipment	215,609	215,609	-
-	2,299	275,768	Total - Capital Outlay	215,609	215,609	-
-	2,299	275,768	Program Total: 9211 - Equipment Purchases	215,609	215,609	-
-	2,299	275,768	Department Total: 611 - Water	215,609	215,609	-
			Department: 621 - Sewer			
			Program: 9211 - Equipment Purchases			
			Capital Outlay			
68,477	-	376,289	5649 Other Equipment	480,169	480,169	-
68,477	-	376,289	Total - Capital Outlay	480,169	480,169	-
68,477	-	376,289	Program Total: 9211 - Equipment Purchases	480,169	480,169	-
68,477	-	376,289	Department Total: 621 - Sewer	480,169	480,169	-
			Department: 631 - Maintenance			
			Program: 9211 - Equipment Purchases			
			Capital Outlay			
-	99,718	46,036	5649 Other Equipment	81,647	81,647	-
-	99,718	46,036	Total - Capital Outlay	81,647	81,647	-
-	99,718	46,036	Program Total: 9211 - Equipment Purchases	81,647	81,647	-
-	99,718	46,036	Department Total: 631 - Maintenance	81,647	81,647	-
			Department: 671 - Transit			
			Program: 9211 - Equipment Purchases			
			Capital Outlay			
-	-	18,294	5649 Other Equipment	-	-	-
-	-	18,294	Total - Capital Outlay	-	-	-
-	-	18,294	Program Total: 9211 - Equipment Purchases	-	-	-
			Program: 9711 - Operating Transfer Out			
			Transfers Out			
-	-	-	5811.110 Transfer to Transit	18,294	18,294	-
-	-	-	Total - Transfers Out	18,294	18,294	-
-	-	-	Program Total: 9711 - Operating Transfer Out	18,294	18,294	-
-	-	18,294	Department Total: 671 - Transit	18,294	18,294	-
			Department: 681 - Parks Maintenance			
			Program: 9211 - Equipment Purchases			
			Capital Outlay			
-	-	21,568	5649 Other Equipment	21,721	21,721	-
-	-	21,568	Total - Capital Outlay	21,721	21,721	-
-	-	21,568	Program Total: 9211 - Equipment Purchases	21,721	21,721	-
-	-	21,568	Department Total: 681 - Parks Maintenance	21,721	21,721	-

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Fund: 591 - Equipment Replacement Fd			
			Department: 691 - Public Works Administration			
			Program: 9211 - Equipment Purchases			
			Capital Outlay			
-	-	25,132	5649 Other Equipment	30,282	30,282	-
-	-	25,132	Total - Capital Outlay	30,282	30,282	-
-	-	25,132	Program Total: 9211 - Equipment Purchases	30,282	30,282	-
-	-	25,132	Department Total: 691 - Public Works Administration	30,282	30,282	-
68,477	102,017	763,087	Expenditures Total	847,722	847,722	-
460,887	570,635	-	Fund Net: 591 - Equipment Replacement Fd	-	-	-

Trust Funds

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Library Endowment Fund – 690

Fund/Fund Number: Library Endowment - 690
Department/Department Number: Library - 311
Department Director: Jim Row

Description of purpose/functions of department:

This program facilitates private donations of monies to the library for general purposes. Interest from this fund is spent for small capital expenditures and the principal is reserved primarily for major capital expenses. The Endowment program was used in the past for projects including roof repair, retrofitting of the heating/cooling (HVAC) system, and a space needs study. Growth in this fund comes primarily from interest earnings and small donation, although the fund provides a mechanism for major bequest(s) or donation(s) in support of the Library.

Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Library Endowment Fund						
Revenues						
25,827	25,903	25,900	Fund Balance	26,100	26,100	
76	98	100	Miscellaneous Revenue	165	165	
25,903	26,001	26,000	Revenues Total	26,265	26,265	
Expenditures						
-	-	26,000	Contingencies and Reserve	26,265	26,265	
-	-	26,000	Expenditures Total	26,265	26,265	
25,903	26,001	-	Revenue Over (Under) Expenditures	-	-	

Fund Detail

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description		FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Fund: 690 - Library Endowment Fund							
Revenues							
Department: 000 - Revenue							
Fund Balance							
25,827	25,903	25,900	3081	Beginning Fund Balance	26,100	26,100	-
25,827	25,903	25,900	Total - Fund Balance		26,100	26,100	-
76	98	100	3611	Interest from Investments	165	165	-
76	98	100	Total - Miscellaneous Revenue		165	165	-
25,903	26,001	26,000	Revenues Total		26,265	26,265	-
Expenditures							
Department: 311 - Library							
Contingencies and Reserve Balances							
-	-	26,000	5921	Contingency	26,265	26,265	-
-	-	26,000	Total - Contingencies & Reserve		26,265	26,265	-
-	-	26,000	Expenditures Total		26,265	26,265	-
25,903	26,001	-	Fund Net: 690 - Library Endowment Fund		-	-	-

Revenue Sources and Other Discussion

The **Miscellaneous** category contains the only revenue category this fund generates. It includes a budgeted amount from the interest earned on the balance held in the fund.

Museum Endowment Fund – 691

Fund/Fund Number: Museum Endowment - 691
Department/Department Number: Community Services - 421
Department Director: Jim Row

Description of purpose/functions of department:

The Museum Endowment maintains and segregates monies held in savings by the World's Berry Center Museum Board prior to assumption of the Museum function by the City. The endowment preserves those savings and facilitates private donation of monies to the Museum for general purposes. This program was established in FY 2001-02.

Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Museum Endowment Fund						
Revenues						
2,753	2,762	2,765	Fund Balance	2,785	2,785	
9	10	10	Miscellaneous Revenue	20	20	
2,762	2,772	2,775	Revenues Total	2,805	2,805	
Expenditures						
-	-	2,775	Contingencies and Reserve	2,805	2,805	
-	-	2,775	Expenditures Total	2,805	2,805	
2,762	2,772	-	Revenue Over (Under) Expenditures	-	-	

Fund Detail

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description		FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Fund: 691 - Museum Endowment Fund							
Revenues							
Department: 000 - Revenue							
Fund Balance							
2,753	2,762	2,765	3081	Beginning Fund Balance	2,785	2,785	-
2,753	2,762	2,765	Total - Fund Balance		2,785	2,785	-
9	10	10	3611	Interest from Investments	20	20	-
9	10	10	Total - Miscellaneous Revenue		20	20	-
2,762	2,772	2,775	Revenues Total		2,805	2,805	-
Expenditures							
Department: 499 - Community Services Admin							
Program: 9711 - Operating Transfer Out							
Contingencies and Reserve Balances							
-	-	2,775	5921	Contingency	2,805	2,805	-
-	-	2,775	Total - Contingencies & Reserve		2,805	2,805	-
-	-	2,775	Expenditures Total		2,805	2,805	-
2,762	2,772	-	Fund Net: 691 - Museum Endowment Fund		-	-	-

Revenue Sources and Other Discussion

The **Miscellaneous** category contains the only revenue category this fund generates. It includes a budgeted amount from the interest earned on the balance held in the fund.

Lavelle Black Trust Fund – 695

Fund/Fund Number: Lavelle Black Trust - 695
Department/Department Number: Police - 211
Department Director: Scott Russell

Description of purpose/functions of department:

This program facilitates the private donation of monies from Leonard Black to the Police Department for use in sustaining the K-9 Program in the name of Lavelle Black. A portion of the monies will be appropriated to materials and services, while the majority and remainder will be held in contingency. The use of proceeds will be limited to ongoing costs associated with the replacement, care, training, and equipping of K-9 units. Growth in the fund will primarily come from interest earned on the balance.

Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Lavelle Black Trust Fund						
Revenues						
-	-	45,000	Fund Balance	40,000	40,000	
-	50,347	200	Miscellaneous Revenue	325	325	
-	15,000	-	Transfers In	-	-	
-	65,347	45,200	Revenues Total	40,325	40,325	
Expenditures						
-	15,694	10,000	Materials & Services	10,000	10,000	
-	-	35,200	Contingencies and Reserve	30,325	30,325	
-	15,694	45,200	Expenditures Total	40,325	40,325	
-	49,653	-	Revenue Over (Under) Expenditures	-	-	

Revenue Sources and Other Discussion

The **Miscellaneous** category contains the only revenue category this fund generates. It includes a budgeted amount from the interest earned on the balance held in the fund.

Fund Detail

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description		FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Fund: 695 - Lavelle Black Trust Fund				
			<u>Revenues</u>				
			Department: 000 - Revenue				
			Fund Balance				
-	-	45,000	3081	Beginning Fund Balance	40,000	40,000	-
-	-	45,000	Total - Fund Balance		40,000	40,000	-
-	143	200	3611	Interest from Investments	325	325	-
-	50,204	-	3673	Donations-Police	-	-	-
-	50,347	200	Total - Miscellaneous Revenue		325	325	-
			Transfers In				
-	15,000	-	3971.001	Transfer From General Fund	-	-	-
-	15,000	-	Total - Transfers In		-	-	-
-	65,347	45,200	Department Total - Revenue		40,325	40,325	-
-	65,347	45,200	Revenues Total		40,325	40,325	-
			<u>Expenditures</u>				
			Department: 211 - Police				
			Program: 2111 - Patrol				
			Materials & Services				
-	15,694	10,000	5419	Other Professional Serv	10,000	10,000	-
-	15,694	10,000	Total - Materials & Services		10,000	10,000	-
-	15,694	10,000	Program Total: 2111 - Patrol		10,000	10,000	-
-	15,694	10,000	Department Total: 211 - Police		10,000	10,000	-
			Contingencies and Reserve Balances				
-	-	35,200	5921	Contingency	30,325	30,325	-
-	-	35,200	Total - Contingencies & Reserve		30,325	30,325	-
-	15,694	45,200	Expenditures Total		40,325	40,325	-
-	49,653	-	Fund Net: 695 - Lavelle Black Trust Fund		-	-	-

Closed Funds

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General Operating Reserve – 092– Closed

Fund/Fund Number: General Operating Res - 092
Department/Department Number: Administration - 121
Department Director: Christina Shearer

Description of purpose/functions of department:

This was consolidated and closed as part of the Funds Consolidation Plan in FY 2011-12.

Fund Detail

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Fund: 092 - General Operating Reserve Fund						
<u>Revenues</u>						
Department: 000 - Revenue						
Fund Balance						
73,744	73,959	-	3081 Beginning Fund Balance	-	-	-
73,744	73,959	-	Total - Fund Balance	-	-	-
Miscellaneous						
215	184	-	3611 Interest from Investments	-	-	-
215	184	-	Total - Miscellaneous	-	-	-
73,959	74,143	-	Revenues Total	-	-	-
<u>Expenditures</u>						
Department: 121 - Administration						
Program: 9711 - Operating Transfer Out						
Transfers Out						
-	74,143	-	5811.35 Transfer to General Cap Const Fund	-	-	-
-	74,143	-	Total - Transfers Out	-	-	-
-	74,143	-	Program Total: 9711 - Operating Transfer Out	-	-	-
-	74,143	-	Department Total: 121 - Administration	-	-	-
-	74,143	-	Expenditures Total	-	-	-
73,959	-	-	Fund Net Total: 092 - General Operating Reserve F	-	-	-

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Weed & Seed Fund – 134 – Closed

Fund/Fund Number: Weed & Seed - 134
Department/Department Number: Community Svc. Admin. - 491
Department Director: Jim Row

Description of purpose/functions of department:

This was consolidated and closed as part of the Funds Consolidation Plan in FY 2011-12.

Fund Detail

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Fund: 134 - Weed & Seed			
			<u>Revenues</u>			
			Department: 000 - Revenue			
			Fund Balance			
(68,542)	(21,994)	-	3081 Beginning Fund Balance	-	-	-
(68,542)	(21,994)	-	Total - Fund Balance	-	-	-
			Intergovernmental			
160,113	105,914	-	3332 Federal Grants	-	-	-
160,113	105,914	-	Total - Intergovernmental	-	-	-
			Miscellaneous			
(135)	(30)	-	3611 Interest from Investments	-	-	-
(135)	(30)	-	Total - Miscellaneous	-	-	-
91,436	83,890	-	Department Total: 000 - Revenue	-	-	-
91,436	83,890	-	Revenues Total	-	-	-

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
			Fund: 134 - Weed & Seed				
			Expenditures				
			Department: 491 - Parks Administration				
			Program: 2711 - Weed & Seed				
			Labor and Benefits				
68,009	23,450	-	5111	Regular Wages	-	-	-
2,412	36	-	5112	Part-Time Wages	-	-	-
-	-	-	5121	Overtime	-	-	-
29	3	-	5211	Workers' Comp	-	-	-
3,510	250	-	5212	Social Security	-	-	-
4,775	544	-	5213	Med, Den, Life Ins.	-	-	-
5,594	57	-	5214	Retirement	-	-	-
154	-	-	5215	Long Term Disability Ins	-	-	-
134	27	-	5216	Unemployment Insurance	-	-	-
94	-	-	5217	Life Insurance	-	-	-
84,710	24,367	-	Total - Labor and Benefits		-	-	-
			Materials and Services				
100	-	-	5313	Paper	-	-	-
405	4,064	-	5319	Other Office Supplies	-	-	-
21,827	19,864	-	5419	Other Professional Serv	-	-	-
216	(12)	-	5421	Telephone/Data	-	-	-
114	-	-	5422	Postage	-	-	-
5,186	2,161	-	5428	IS Support	-	-	-
-	-	-	5431	Lodging	-	-	-
194	350	-	5432	Meals	-	-	-
148	573	-	5433	Mileage	-	-	-
311	-	-	5434	Airfare	-	-	-
-	1,429	-	5464	Workers' Comp	-	-	-
-	17,229	-	5649	Other Equipment	-	-	-
28,502	45,658	-	Total - Materials and Services		-	-	-
			Transfers Out				
-	13,865	-	5811	Transfer to General Fund	-	-	-
-	13,865	-	Total - Transfers Out		-	-	-
113,212	83,890	-	Program Total: 2711 - Weed & Seed		-	-	-
113,212	83,890	-	Department Total: 491 - Parks Administration		-	-	-
113,212	83,890	-	Expenditures Total		-	-	-
(21,776)	-	-	Fund Net	Total: 134 - Weed & Seed	-	-	-

State Revenue Sharing Fund – 135 – Closed

Fund/Fund Number: State Revenue Sharing - 135
Department/Department Number: PW Administration - 691
Department Director: Dan Brown

Description of purpose/functions of department:

This fund was consolidated during FY 2011-12 and closed as part of the Funds Consolidation Plan.

Fund Detail

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Fund: 135 - State Revenue Sharing Fd						
<u>Revenues</u>						
Department: 000 - Revenue						
Fund Balance						
178,387	160,650	-	3081 Beginning Fund Balance	-	-	-
178,387	160,650	-	Total - Fund Balance	-	-	-
Intergovernmental						
222,871	-	-	3364 State Revenue Sharing	-	-	-
222,871	-	-	Total - Intergovernmental	-	-	-
Miscellaneous						
474	702	-	3611 Interest from Investments	-	-	-
474	702	-	Total - Miscellaneous	-	-	-
401,732	161,352	-	Revenues Total	-	-	-

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Fund: 135 - State Revenue Sharing Fd			
			Expenditures			
			Department: 691 - P W Administration			
			Program: 9111 - Debt Service			
			Debt Service			
47,043	-	-	5711 Bond Principle	-	-	-
47,043	-	-	Total - Debt Service	-	-	-
47,043	-	-	Program Total: 9111 - Debt Service	-	-	-
			Program: 9511 - Design Engineering			
			Materials and Services			
1,802	-	-	5411 Engineering & Architect	-	-	-
1,802	-	-	Total - Materials and Services	-	-	-
1,802	-	-	Program Total: 9511 - Design Engineering	-	-	-
			Program: 9512 - Construction Eng			
			Materials and Services			
46	-	-	5411 Engineering & Architect	-	-	-
46	-	-	Total - Materials and Services	-	-	-
46	-	-	Program Total: 9512 - Construction Eng	-	-	-
			Program: 9531 - Construction			
			Materials and Services			
2,138	-	-	5419 Other Professional Serv	-	-	-
231,249	-	-	5456 Street Lighting	-	-	-
233,387	-	-	Total - Materials and Services	-	-	-
			Capital Outlay			
12,996	-	-	5631 Streets/Alleys/Sidewalks	-	-	-
12,996	-	-	Total - Capital Outlay	-	-	-
246,383	-	-	Program Total: 9531 - Construction	-	-	-
			Program: 9711 - Operating Transfer Out			
			Transfers Out			
-	54,191	-	5811 Transfer to General Fund	-	-	-
	35,884		5811.140 Transfer to Street			
-	71,277	-	5811.2 Transfer to City Gas Tax	-	-	-
-	161,352	-	Total - Transfers Out	-	-	-
-	161,352	-	Program Total: 9711 - Operating Transfer Out	-	-	-
295,274	161,352	-	Department Total: 691 - P W Administration	-	-	-
295,274	161,352	-	Expenditures Total	-	-	-
106,458	-	-	Fund Net Total: 135 - State Revenue Sharing Fd	-	-	-

City Gas Tax Fund – 169 – Closed

Fund/Fund Number: City Gas Tax - 169
Department/Department Number: Maintenance – 631
Department Director: Dan Brown

Description of purpose/functions of department:

This fund was closed and the balance moved into the Street Fund during FY 2012-13.

Fund Detail

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Fund: 169 - City Gas Tax Fund			
			<u>Revenues</u>			
			Department: 000 - Revenue			
			Fund Balance			
128,611	480,218	278,000	3081 Beginning Fund Balance	-	-	-
128,611	480,218	278,000	Total - Fund Balance	-	-	-
			Taxes			
121,196	182,109	-	3171 City Gas Tax	-	-	-
121,196	182,109	-	Total - Taxes	-	-	-
			Miscellaneous			
525	1,401	-	3611 Interest from Investments	-	-	-
525	1,401	-	Total - Miscellaneous	-	-	-
			Transfers in			
-	71,277	-	3971.13 Transfer From State Revenue Sharing	-	-	-
-	71,277	-	Total - Transfers in	-	-	-
250,332	735,005	278,000	Revenues Total	-	-	-

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Fund: 169 - City Gas Tax Fund			
			<u>Expenditures</u>			
			Department: 631 - Maintenance			
			Program: 4211 - Street Maintenance			
			Materials and Services			
-	384	-	5500 Banking Fees & Charges	-	-	-
-	384	-	Total - Materials and Services	-	-	-
		-				
-	384	-	Program Total: 4211 - Street Maintenance	-	-	-
			Program: 9511 - Design Engineering			
			Materials and Services			
-	16,612	-	5411 Engineering & Architect	-	-	-
-	16,612	-	Total - Materials and Services	-	-	-
-	16,612	-	Program Total: 9511 - Design Engineering	-	-	-
			Program: 9531 - Construction			
			Materials and Services			
-	16,215	-	5419 Other Professional Serv	-	-	-
-	16,215	-	Total - Materials and Services	-	-	-
1,505	-	-	Capital Outlay	-	-	-
1,505	-	-	5631 Streets/Alleys/Sidewalks	-	-	-
			Total - Capital Outlay	-	-	-
1,505	16,215	-	Program Total: 9531 - Construction	-	-	-
			Program: 9711 - Operating Transfer Out			
			Transfers Out			
-	-	278,000	5811.36 Transfer to Storm CIP	-	-	-
-	-	278,000	Total - Transfers Out	-	-	-
-	-	278,000	Program Total: 9711 - Operating Transfer Out	-	-	-
1,505	33,211	278,000	Department Total: 631 - Maintenance	-	-	-
1,505	33,211	278,000	Expenditures Total	-	-	-
248,827	701,794	-	Fund Net Total: 169 - City Gas Tax Fund	-	-	-

Bancroft Bond Redemption Fund – 252 – Closed

Fund/Fund Number: Bancroft Bond - 252
Department/Department Number: Finance - 151
Department Director: Christina Shearer

Description of purpose/functions of department:

This was consolidated and closed as part of the Funds Consolidation Plan during FY 2011-12.

Fund Detail

FY 2010-11	FY 2011-12	FY 2012-13		FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description	Proposed	Approved	Adopted
			Fund: 252 - Bancroft Bond Redem Fund			
			<u>Revenues</u>			
			Department: 000 - Revenue			
			Fund Balance			
6,586	6,608	-	3081 Beginning Fund Balance	-	-	-
6,586	6,608	-	Total - Fund Balance	-	-	-
			Miscellaneous			
22	20	-	3611 Interest from Investments	-	-	-
22	20	-	Total - Miscellaneous	-	-	-
6,608	6,628	-	Department Total: 000 - Revenue	-	-	-
6,608	6,628	-	Revenues Total	-	-	-
			<u>Expenditures</u>			
			Department: 151 - Finance			
			Program: 9111 - Debt Service			
			Transfers Out			
-	6,628	-	5811.13 Transfer to Housing Rehab	-	-	-
-	6,628	-	Total - Transfers Out	-	-	-
-	6,628	-	Program Total: 9111 - Debt Service	-	-	-
-	6,628	-	Department Total: 151 - Finance	-	-	-
-	6,628	-	Expenditures Total	-	-	-
6,608	-	-	Fund Net Total: 252 - Bancroft Bond Redem Fun	-	-	-

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Economic Development Fund – 336 – Closed

Fund/Fund Number: Econ Development - 336
Department/Department Number: PW Administration – 691
Department Director: Dan Brown

Description of purpose/functions of department:

This was consolidated and closed as part of the Funds Consolidation Plan during FY 2011-12.

Fund Detail

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Fund: 336 - Economic Development Fund						
<u>Revenues</u>						
Department: 000 - Revenue						
Fund Balance						
106,977	71,710	-	3081 Beginning Fund Balance	-	-	-
106,977	71,710	-	Total - Fund Balance	-	-	-
Miscellaneous						
253	177	-	3611 Interest from Investments	-	-	-
253	177	-	Total - Miscellaneous	-	-	-
107,230	71,887	-	Department Total: 000 - Revenue	-	-	-
107,230	71,887	-	Revenues Total	-	-	-
<u>Expenditures</u>						
Department: 691 - P W Administration						
Program: 9111 - Debt Service						
70 - Debt Service						
35,520	-	-	5711 Bond Principle	-	-	-
35,520	-	-	Total - Debt Service	-	-	-
Transfers Out						
-	71,887	-	5811.37 Transfer to TIF	-	-	-
-	71,887	-	Total - Transfers Out	-	-	-
35,520	71,887	-	Program Total: 9111 - Debt Service	-	-	-
35,520	71,887	-	Department Total: 691 - P W Administration	-	-	-
35,520	71,887	-	Expenditures Total	-	-	-
71,710	-	-	Fund Net Total: 336 - Economic Development Fund	-	-	-

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Police Construction Fund – 357 – Closed

Fund/Fund Number: Police Construction – 357
Department/Department Number: Administration - 121
Department Director: Scott Derickson

Description of purpose/functions of department:

This was consolidated and closed as part of the Funds Consolidation Plan in FY 2011-12.

Fund Detail

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description		FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Fund: 357 - Police Construction				
			<u>Revenues</u>				
			Department: 000 - Revenue				
			Fund Balance				
442,484	343,184	2,500	3081	Beginning Fund Balance	-	-	-
442,484	343,184	2,500	Total - Fund Balance		-	-	-
			Miscellaneous				
1,196	577	-	3611	Interest from Investments	-	-	-
1,196	577	-	Total - Miscellaneous		-	-	-
443,680	343,761	2,500	Revenues Total		-	-	-

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Fund: 357 - Police Construction			
			<u>Expenditures</u>			
			Department: 121 - Administration			
			Program: 9511 - Design Engineering			
			Materials and Services			
-	49	-	5500 Banking Fees & Charges	-	-	-
-	49	-	Total - Materials and Services	-	-	-
-	49	-	Program Total: 9511 - Design Engineering	-	-	-
			Program: 9531 - Construction			
			Capital Outlay			
98,016	1,745	-	5621 Administrative	-	-	-
2,479	339,325	-	5644 Communications	-	-	-
100,495	341,070	-	Total - Capital Outlay	-	-	-
100,495	341,070	-	Program Total: 9531 - Construction	-	-	-
			Program: 9711 - Operating Transfer Out			
			Transfers Out			
-	2,642	2,500	5811.00 Transfer to General Fund	-	-	-
-	2,642	2,500	Total - Transfers Out	-	-	-
-	2,642	2,500	Program Total: 9711 - Operating Transfer Out	-	-	-
100,495	343,761	2,500	Department Total: 121 - Administration	-	-	-
100,495	343,761	2,500	Expenditures Total	-	-	-
343,185	-	-	Fund Net Total: 357 - Police Construction	-	-	-

PW Facility Construction Fund –378 – Closed

Fund/Fund Number:

PW Facility Const. - 378

Department/Department Number:

PW Administration - 691

Department Director:

Dan Brown

Description of purpose/functions of department:

This was consolidated and closed as part of the Funds Consolidation Plan during FY 2011-12.

Fund Detail

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Fund: 378 - PW Facility Const Fund			
			<u>Revenues</u>			
			Department: 000 - Revenue			
			Fund Balance			
16,324	12,331	-	3081 Beginning Fund Balance	-	-	-
16,324	12,331	-	Total - Fund Balance	-	-	-
			Miscellaneous			
39	32	-	3611 Interest from Investments	-	-	-
39	32	-	Total - Miscellaneous	-	-	-
16,363	12,363	-	Department Total: 000 - Revenue	-	-	-
16,363	12,363	-	Revenues Total	-	-	-
			<u>Expenditures</u>			
			Department: 691 - P W Administration			
			Program: 9521 - Right of Way			
			Capital Outlay			
4,032	-	-	5611 Land	-	-	-
4,032	-	-	Total - Capital Outlay	-	-	-
4,032	-	-	Program Total: 9521 - Right of Way	-	-	-
			Program: 9711 - Operating Transfer Out			
			Transfers Out			
-	1,363	-	5811.4 Transfer to General Cap Const Fund	-	-	-
-	11,000	-	5811.58 Transfer to Public Works Svcs	-	-	-
-	12,363	-	Total - Transfers Out	-	-	-
-	12,363	-	Program Total: 9711 - Operating Transfer Out	-	-	-
4,032	12,363	-	Department Total: 691 - P W Administration	-	-	-
4,032	12,363	-	Expenditures Total	-	-	-
12,331	-	-	Fund Net Total: 378 - PW Facility Const Fund	-	-	-

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Sewer Capital Improvement Fund – 461 – Closed

Fund/Fund Number: Sewer Capital Imp. - 461
Department/Department Number: Sewer - 621
Department Director: Dan Brown

Description of purpose/functions of department:

This was consolidated and closed as part of the Funds Consolidation Plan during FY 2011-12.

Fund Detail

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Fund: 461 - Sewer Capital Imp Fund			
			<u>Revenues</u>			
			Department: 000 - Revenue			
			Fund Balance			
66,729	37,775	-	3081 Beginning Fund Balance	-	-	-
66,729	37,775	-	Total - Fund Balance	-	-	-
			Miscellaneous			
147	51	-	3611 Interest from Investments	-	-	-
147	51	-	Total - Miscellaneous	-	-	-
66,876	37,826	-	Department Total: 000 - Revenue	-	-	-
66,876	37,826	-	Revenues Total	-	-	-
			<u>Expenditures</u>			
			Department: 621 - Sewer			
			Program: 9111 - Debt Service			
			70 - Debt Service			
29,102	27,372	-	5711 Bond Principle	-	-	-
	1,730	-	5721 Bond Interest	-	-	-
29,102	29,102	-	Total - Debt Service	-	-	-
29,102	29,102	-	Program Total: 9111 - Debt Service	-	-	-
			Program: 9711 - Operating Transfer Out			
			Transfers Out			
-	8,724	-	5811.47 Transfer to Sewer	-	-	-
-	8,724	-	Total - Transfers Out	-	-	-
-	8,724	-	Program Total: 9711 - Operating Transfer Out	-	-	-
29,102	37,826	-	Department Total: 621 - Sewer	-	-	-
29,102	37,826	-	Expenditures Total	-	-	-
37,774	-	-	Fund Net Total: 461 - Sewer Capital Imp Fund	-	-	-

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Surface Water/Collections Fund – 478 – Closed

Fund/Fund Number: Surface water/Collections - 478
Department/Department Number: Surface water/Collections - 641
Department Director: Dan Brown

Description of purpose/functions of department:

This was consolidated and closed as part of the Funds Consolidation Plan during FY 2011-12.

Fund Detail

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Fund: 478 - Surface Water/Collections						
Revenues						
Department: 000 - Revenue						
Fund Balance						
83,084	86,846	52,000	3081 Beginning Fund Balance	-	-	-
83,084	86,846	52,000	Total - Fund Balance	-	-	-
Miscellaneous						
12	102	-	3611 Interest from Investments	-	-	-
12	102	-	Total - Miscellaneous	-	-	-
Transfers in						
235,000	235,000	-	3971.47 Transfer From Sewer	-	-	-
235,000	235,000	-	Total - Transfers in	-	-	-
318,096	321,948	52,000	Revenues Total	-	-	-

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
			Fund: 478 - Surface Water/Collections				
			Expenditures				
			Department: 641 - Surface Water/Collections				
			Program: 6611 - Surface Water Collection				
			Labor and Benefits				
125,472	152,338	-	5111	Regular Wages	-	-	-
1,536	1,608	-	5121	Overtime	-	-	-
61	70	-	5211	Workers' Comp	-	-	-
9,594	11,326	-	5212	Social Security	-	-	-
24,461	30,280	-	5213	Med, Den, Life Ins.	-	-	-
18,095	28,496	-	5214	Retirement	-	-	-
428	555	-	5215	Long Term Disability Ins	-	-	-
375	1,379	-	5216	Unemployment Insurance	-	-	-
255	333	-	5217	Life Insurance	-	-	-
180,278	226,385	-	Total - Labor and Benefits		-	-	-
			Materials and Services				
334	307	-	5319	Other Office Supplies	-	-	-
50	-	-	5321	Cleaning Supplies	-	-	-
1,955	1,943	-	5323	Fuel	-	-	-
859	255	-	5324	Clothing	-	-	-
368	230	-	5326	Safety/Medicines	-	-	-
741	1,411	-	5329	Other Operating Supplies	-	-	-
46	-	-	5333	Paint	-	-	-
500	368	-	5338	Tools	-	-	-
288	653	-	5352	Protective Clothing	-	-	-
57	56	-	5379	Other Water/Sewer Supplie	-	-	-
63	42	-	5416	Medical	-	-	-
1,855	3,351	-	5419	Other Professional Serv	-	-	-
1,379	1,600	-	5421	Telephone/Data	-	-	-
799	576	-	5427	Training	-	-	-
13,814	13,755	-	5428	IS Support	-	-	-
500	-	-	5461	Auto	-	-	-
239	5,961	-	5464	Workers' Comp	-	-	-
4,862	3,938	-	5465	General Liability	-	-	-
1,455	101	-	5475	Vehicle Repair & Maint	-	-	-
-	550	-	5476	Laundry	-	-	-
-	250	-	5492	Registrations/Tuitions	-	-	-
2,582	412	-	5499	Other Services	-	-	-
-	707	-	5500	Banking Fees & Charges	-	-	-
32,747	36,466	-	Total - Materials and Services		-	-	-
			Capital Outlay				
17,500	4,157	-	5649	Other Equipment	-	-	-
17,500	4,157	-	Total - Capital Outlay		-	-	-
230,525	267,008	-	Program Total: 6611 - Surface Water Collection		-	-	-

FY 2010-11	FY 2011-12	FY 2012-13	Account Description	FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget		Proposed	Approved	Adopted
			Program: 9711 - Operating Transfer Out			
			Transfers Out			
-	-	52,000	5811.47 Transfer to Sewer	-	-	-
-	-	52,000	Total - Transfers Out	-	-	-
-	-	52,000	Program Total: 9711 - Operating Transfer Out	-	-	-
230,525	267,008	52,000	Department Total: 641 - Surface Water/Collection	-	-	-
230,525	267,008	52,000	Expenditures Total	-	-	-
87,571	54,940	-	Fund Net Total: 478 - Surface Water/Collections	-	-	-

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Central Stores Fund – 580 – Closed

Fund/Fund Number: Central Stores - 580
Department/Department Number: Finance - 151
Department Director: Christina Shearer

Description of purpose/functions of department:

This was consolidated and closed as part of the Funds Consolidation Plan during FY 2011-12.

Fund Detail

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
			Fund: 580 - Central Stores Fund			
			<u>Revenues</u>			
			Department: 000 - Revenue			
			Fund Balance			
10,747	7,214	-	3081 Beginning Fund Balance	-	-	-
10,747	7,214	-	Total - Fund Balance	-	-	-
			Miscellaneous			
(15)	(24)	-	3611 Interest from Investments	-	-	-
1,789	-	-	3652 Interfund Stores Issues	-	-	-
918	577	-	3653 Interfund Copier Usage	-	-	-
2,692	553	-	Total - Miscellaneous	-	-	-
			Transfers in			
	5,063	-	3971.00 Transfer From General Fund	-	-	-
-	5,063	-	Total - Transfers in	-	-	-
13,439	12,830	-	Revenues Total	-	-	-
			<u>Expenditures</u>			
			Department: 151 - Finance			
			Program: 1931 - Central Stores			
			Materials and Services			
2,284	-	-	5319 Other Office Supplies	-	-	-
3,631	-	-	5471 Equipment Repair & Maint	-	-	-
5,914	-	-	Total - Materials and Services	-	-	-
			Transfers Out			
-	12,830	-	5811.6 Transfer to Information Services	-	-	-
-	12,830	-	Total - Transfers Out	-	-	-
5,914	12,830	-	Program Total: 1931 - Central Stores	-	-	-
5,914	12,830	-	Department Total: 151 - Finance	-	-	-
5,914	12,830	-	Expenditures Total	-	-	-
7,525	-	-	Fund Net Total: 580 - Central Stores Fund	-	-	-

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Facilities Maintenance Fund – 583 – Closed

Fund/Fund Number: Facilities Maintenance Fund - 583
Department/Department Number: Maintenance - 631
Department Director: Dan Brown

Description of purpose/functions of department:

This was consolidated and closed as part of the Funds Consolidation Plan during FY 2011-12.

Fund Details

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
			Fund: 583 - Facilities Maintenance Fund				
			Revenues				
			Department: 000 - Revenue				
			Fund Balance				
81,379	187,430	44,000	3081	Beginning Fund Balance	-	-	-
81,379	187,430	44,000	Total - Fund Balance		-	-	-
			Miscellaneous				
(670)	(160)	-	3611	Interest from Investments	-	-	-
807,094	658,945	-	3662	Interfund Rent	-	-	-
-	2,754	-	3699	Other Miscellaneous Income	-	-	-
806,424	661,539	-	Total - Miscellaneous		-	-	-
887,803	848,969	44,000	Revenues Total		-	-	-

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
			Fund: 583 - Facilities Maintenance Fund				
			<u>Expenditures</u>				
			Department: 631 - Maintenance				
			Program: 1911 - Facilities Maintenance				
			Labor and Benefits				
226,696	264,127	-	5111	Regular Wages	-	-	-
209		-	5112	Part-Time Wages	-	-	-
6,631	4,691	-	5121	Overtime	-	-	-
133	140	-	5211	Workers' Comp	-	-	-
17,314	19,688	-	5212	Social Security	-	-	-
48,545	61,535	-	5213	Med, Den, Life Ins.	-	-	-
32,341	47,748	-	5214	Retirement	-	-	-
860	932	-	5215	Long Term Disability Ins	-	-	-
683	2,528	-	5216	Unemployment Insurance	-	-	-
491	560	-	5217	Life Insurance	-	-	-
333,902	401,949	-	Total - Labor and Benefits		-	-	-
			Materials and Services				
208	51	-	5315	Computer Supplies	-	-	-
820	354	-	5319	Other Office Supplies	-	-	-
16,573	13,065	-	5321	Cleaning Supplies	-	-	-
3,801	3,153	-	5323	Fuel	-	-	-
1,694	429	-	5324	Clothing	-	-	-
443	621	-	5326	Safety/Medicines	-	-	-
2,417	1,377	-	5329	Other Operating Supplies	-	-	-
1,099	189	-	5331	Construction Materials	-	-	-
1,478	2,202	-	5338	Tools	-	-	-
996	1,149	-	5339	Other Maintenance Supplie	-	-	-
507	190	-	5352	Protective Clothing	-	-	-
-	457	-	5391	Inventory Stock	-	-	-
99	73	-	5392	Security Supplies	-	-	-
244	152	-	5416	Medical	-	-	-
108,311	72,624	-	5419	Other Professional Serv	-	-	-
2,326	2,704	-	5421	Telephone/Data	-	-	-
2,932	657	-	5427	Training	-	-	-
5,070	1,265	-	5445	Work Equipment	-	-	-
58,793	20,196	-	5451	Natural Gas	-	-	-
188,077	122,198	-	5453	Electricity	-	-	-
8,623	4,613	-	5454	Solid Waste Disposal	-	-	-
1,594	-	-	5461	Auto	-	-	-
360	-	-	5463	Bldg/Personal Prop	-	-	-
10,551	9,902	-	5464	Workers' Comp	-	-	-
4,082	7,636	-	5465	General Liability	-	-	-
8,988	8,093	-	5471	Equipment Repair & Maint	-	-	-
11,901	14,364	-	5472	Buildings Repairs & Maint	-	-	-
1,395	2,137	-	5473	Improvements Repair & Mai	-	-	-
3,421	1,465	-	5475	Vehicle Repair & Maint	-	-	-
2,949	41	-	5479	Other Repair & Maintenanc	-	-	-
375	100	-	5492	Registrations/Tuitions	-	-	-
1,488	1,519	-	5494	Janitorial	-	-	-
131	-	-	5498	Permits/Fees	-	-	-
488	47	-	5499	Other Services	-	-	-
452,233	293,023	-	Total - Materials and Services		-	-	-

FY 2010-11	FY 2011-12	FY 2012-13		FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description	Proposed	Approved	Adopted
786,136	694,972	-	Program Total: 1911 - Facilities Maintenance	-	-	-
			Program: 9711 - Operating Transfer Out			
			Transfers Out			
-	-	44,000	5811.58 Transfer to Public Works Svcs	-	-	-
-	-	44,000	Total - Transfers Out	-	-	-
-	-	44,000	Program Total: 9711 - Operating Transfer Out	-	-	-
786,136	694,972	44,000	Department Total: 631 - Maintenance	-	-	-
786,136	694,972	44,000	Expenditures Total	-	-	-
101,668	153,997	-	Fund Net Total: 583 - Facilities Maintenance Fui	-	-	-

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Supporting Schedules

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Debt Overview

Summary of Outstanding Debt

The City of Woodburn will have approximately \$53 million in long-term debt outstanding at the beginning of this budget reporting period.

The table below shows the outstanding balances by type, interest rate, outstanding principal amounts, and annual debt service amount:

Long-Term Debt Estimated as of June 30, 2013						
	Interest Rates	Outstanding Principal	Principal Due FY 2013-14	Interest Due FY 2013-14	Total Debt Svc FY 2013-14	Servicing Fund
Voter Approved General Obligation Bonds						
Police, Series 2005	Variable	\$ 5,065,000	\$ 320,000	\$ 203,781	\$ 523,781	GO Debt Service
Other Governmental Activity Debt						
1999 Oregon EDD	5.01%	155,773	29,663	7,857	37,520	Street SDC
Subtotal, governmental activities		5,220,773	349,663	211,638	561,301	
Business Type Activity						
Series 2003 Water bond	Variable	6,248,098	282,734	277,241	559,975	Water
2005 Oregon EDD	4.21%	2,779,912	182,792	117,034	299,826	Water
2005 Safe Drinking Water Revolving	4.21%	2,779,912	182,792	117,034	299,826	Water
2011 Revenue Bonds Series A	3.0-5.0%	24,935,000	2,265,153	1,044,559	3,309,712	Sewer
2011 Revenue Bonds Series B	1.79-4.07%	6,491,557	-	-	-	Sewer
Subtotal, business type activities		43,234,479	2,913,471	1,555,868	4,469,339	
Total Long Term Debt		48,455,252	3,263,134	1,767,506	5,030,640	

Legal Debt Limits

Cities in Oregon have a legal debt limit on General Obligation debt equal to 3% of their True Market Value. For the City of Woodburn, this limit calculates to \$55.5 million. At the beginning of this budget cycle, the City had \$5.2 million in General Obligation debt. The available amount of additional debt the City can incur for FY 2013 would be \$50.3 million, although it has no plans to borrow.

Plans for Future Debt

As stated above, the City does not have any plans to incur any additional debt at this time.

Personnel Allocations

The table below identifies budgeted wage and benefit allocations across departments or funds. This table shows only positions that are allocated across funds or departments.

	CITY ADMIN'TR	COMMUN- ICATIONS COORD	COMMUNITY RELATIONS OFFICER	EXEC LEGAL ASS'T	CITY REC'DR	ASS'T HR DIRECT	HR DIRECT	CITY ATTORNEY	ASS'T CITY ATTORNEY	FINANCE DIRECT
001 General Fund										
121 Administration	92,886	44,008	-	28,532	1,790	-	-	-	-	-
131 City Recorder	-	-	-	16,304	10,738	-	700	5,838	-	-
141 City Attorney	-	-	-	36,684	1,790	-	700	38,922	23,696	-
151 Finance	-	-	-	-	-	-	700	-	-	60,739
161 Human Resources	-	-	-	-	-	5,583	6,999	-	-	-
181 Municipal Court	-	-	-	-	-	-	-	-	-	-
211 Police	-	-	-	-	4,474	5,583	20,996	15,569	-	-
311 Library	-	-	-	-	4,474	5,583	6,999	3,892	-	-
421 Recreation	-	-	-	-	1,790	3,350	6,999	-	-	-
431 Aquatics	-	-	-	-	1,790	3,350	6,999	-	-	-
481 RSVP	-	-	39,741	-	-	-	-	-	-	-
499 Commun Svcs Admin	-	-	31,793	-	1,790	3,350	6,999	13,623	-	-
511 Planning	-	-	-	-	1,790	1,117	1,400	19,461	53,317	-
631 Maintenance	-	-	-	-	-	2,233	2,799	-	-	-
General Fund Wages & Ben	92,886	44,008	71,534	81,519	30,423	30,146	62,288	97,304	77,013	60,739
110 Transit Fund	4,128	-	-	-	895	5,583	5,599	-	-	-
123 Building Inspection Fund	2,064	-	-	-	-	1,117	-	1,946	2,370	-
137 Housing Rehab Fund	2,064	-	-	-	-	-	-	-	-	-
140 Street Fund	6,192	8,802	-	-	3,579	5,583	6,999	13,623	-	8,436
470 Water Fund	41,283	17,603	-	-	10,738	20,098	25,895	38,922	18,957	33,744
472 Sewer Fund	-	-	-	-	-	-	-	-	-	-
621 Sewer	41,283	17,603	-	-	10,738	20,098	25,195	38,922	18,957	33,744
631 Maintenance	-	-	-	-	-	-	-	-	-	-
641 Surface Water/Collect	10,321	-	-	-	3,579	4,466	6,999	3,892	-	6,749
568 Information Services	-	-	-	-	-	-	-	-	-	16,872
581 Insurance Fund	-	-	-	-	29,529	22,331	-	-	-	-
582 Public Works Services	-	-	-	-	-	2,233	6,999	-	-	-
720 Urban Renewal Fund	6,192	-	7,948	-	-	-	-	-	1,185	8,436
Other Funds Wages & Ben	113,527	44,008	7,948	-	59,057	81,507	77,685	97,304	41,469	107,981
All Funds Wages & Ben	206,412	88,017	79,482	81,519	89,481	111,653	139,973	194,608	118,482	168,720

INFO SYSTEMS TECH	ACCTG CLERK III	ACCTG CLERK II	ACCTG CLERK II	BUDGET & FIN ANALYST	ACCTG MRG	ADMIN ASS'T	ADMIN ASS'T	CLERK III	CLERK III	CLERK III	ECONOMIC & DEVL P SERV DIRECT	ASSOCIATE PLANNER	COMMUNITY SVCS DIRECT
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	13,909	12,922	-	23,358	35,861	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	12,600	-	-	6,830	-	-	-	-	-
34,291	6,322	-	-	-	-	-	-	-	-	-	-	-	-
-	3,161	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	16,165
-	3,161	3,077	-	-	-	-	-	10,245	-	-	-	-	121,234
-	3,161	615	-	-	-	-	52,673	-	-	-	94,631	84,549	-
-	-	-	-	-	-	1,683	-	-	25,950	-	-	-	-
34,291	29,715	16,614	-	23,358	48,461	1,683	52,673	17,075	25,950	-	94,631	84,549	137,399
-	3,161	3,077	-	3,893	-	-	-	-	-	-	-	-	24,247
-	-	-	-	-	-	-	22,574	-	-	-	20,503	6,364	-
-	632	-	-	-	-	-	-	-	-	-	11,040	-	-
-	2,529	1,846	-	3,893	4,846	31,969	-	-	25,950	2,808	-	-	-
-	9,483	15,384	35,136	15,572	19,384	16,826	-	27,320	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	9,483	18,461	35,136	15,572	21,323	31,969	-	23,905	-	53,355	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	1,897	3,077	-	-	2,908	-	-	-	-	-	-	-	-
34,291	-	-	-	3,893	-	-	-	-	-	-	-	-	-
-	-	-	-	3,893	-	-	-	-	-	-	-	-	-
-	6,322	3,077	-	7,786	-	1,683	-	-	26,736	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	31,544	-	-
34,291	33,508	44,921	70,272	54,503	48,461	82,447	22,574	51,226	52,686	56,163	63,087	6,364	24,247
68,582	63,223	61,535	70,272	77,861	96,922	84,129	75,247	68,301	78,636	56,163	157,718	90,913	161,645

Table continued on the following page.

Personnel Allocation - Continued

	PUBLIC WORKS DIRECT	WATER RES'RCE MGR	SENIOR MGMT ANALYST	CAD / GIS TECH	STR & SWR LN MAINT SUPRV	SEWER LINE MAINT TECH	UTIL WRKER II	UTIL WRKER II	UTIL WRKER II	UTIL WRKER II	GROUPS MAINT SUPRV	TOTAL
001 General Fund												
121 Administration	-	-	-	-	-	-	-	-	-	-	-	167,215
131 City Recorder	-	-	-	-	-	-	-	-	-	-	-	33,580
141 City Attorney	-	-	-	-	-	-	-	-	-	-	-	101,791
151 Finance	-	-	-	-	-	-	-	-	-	-	-	147,490
161 Human Resources	-	-	-	-	-	-	-	-	-	-	-	12,581
181 Municipal Court	-	-	-	-	-	-	-	-	-	-	-	19,430
211 Police	-	-	-	-	-	-	-	-	-	-	-	87,235
311 Library	-	-	-	-	-	-	-	-	-	-	-	24,109
421 Recreation	-	-	-	-	-	-	-	-	-	-	-	12,138
431 Aquatics	-	-	-	-	-	-	-	-	-	-	-	12,138
481 RSVP	-	-	-	-	-	-	-	-	-	-	-	55,906
499 Commun Svcs Admin	-	-	-	-	-	-	-	-	-	-	-	195,270
511 Planning	-	-	-	-	-	-	-	-	-	-	-	312,713
631 Maintenance	3,270	-	-	4,180	-	-	-	-	-	-	57,870	97,985
General Fund Wages & Ben	3,270	-	-	4,180	-	-	-	-	-	-	57,870	1,279,581
110 Transit Fund	-	-	-	-	-	-	-	-	-	-	-	50,582
123 Building Inspection Fund	-	-	-	-	-	-	-	-	-	-	-	56,938
137 Housing Rehab Fund	-	-	-	-	-	-	-	-	-	-	-	13,737
140 Street Fund	52,327	6,844	41,356	20,899	5,451	-	-	-	26,543	-	-	280,473
470 Water Fund	52,327	41,062	41,356	29,258	-	-	-	-	16,509	-	-	526,856
472 Sewer Fund	-	-	-	-	-	-	-	-	-	-	-	-
621 Sewer	52,327	41,062	20,678	29,258	-	-	-	-	10,358	-	-	569,427
631 Maintenance	-	20,531	-	-	49,058	62,480	33,965	34,295	11,329	29,379	-	241,038
641 Surface Water/Collect	-	20,531	-	-	49,058	20,827	33,965	34,295	-	29,379	-	231,942
568 Information Services	-	-	-	-	-	-	-	-	-	-	-	55,056
581 Insurance Fund	-	-	-	-	-	-	-	-	-	-	-	55,752
582 Public Works Services	3,270	6,844	-	-	5,451	-	-	-	-	-	38,580	108,981
720 Urban Renewal Fund	-	-	-	-	-	-	-	-	-	-	-	55,305
Other Funds Wages & Ben	160,250	136,874	103,389	79,415	109,019	83,307	67,929	68,590	64,740	58,758	38,580	2,246,087
All Funds Wages & Ben	163,520	136,874	103,389	83,595	109,019	83,307	67,929	68,590	64,740	58,758	96,451	3,525,667

FTE Detail by Supervising Department

This table shows detail of FTE Summary by Supervising Department on page 26. FTE counts in these tables are assigned to the department that supervises the position. For cost allocations of positions see Personnel Allocation. Since supervision and cost allocation are different methods of assigning FTE to departments the numbers will not be equivalent.

Department and Position	FTE Counts				Budget FY 2013-14
	Actual				
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	
City Administrator					
City Administrator	1.00	1.00	1.00	1.00	1.00
Assistant City Administrator	1.00	-	-	-	-
Executive Legal Assistant	1.00	0.40	0.40	0.40	0.35
Human Resources Director	1.00	-	-	-	-
Communications Coordinator	-	-	-	1.00	1.00
Total City Administrator	4.00	1.40	1.40	2.40	2.35
City Attorney					
City Attorney	1.00	1.00	1.00	1.00	1.00
Assistant City Attorney	1.00	1.00	1.00	1.00	1.00
Executive Legal Assistant	-	0.60	0.60	0.60	0.45
Total City Attorney	2.00	2.60	2.60	2.60	2.45
City Recorder					
City Recorder	1.00	1.00	1.00	1.00	1.00
Human Resources Specialist	0.40	-	-	-	-
Executive Legal Assistant	0.25	0.25	0.25	0.10	0.20
Total City Recorder	1.65	1.25	1.25	1.10	1.20
Community Development					
Planning					
Administrative Assistant	0.70	0.70	0.70	0.70	0.70
Associate Planner	1.00	1.00	1.00	1.00	1.00
Economic & Development Services Director	1.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	-	-	-	-
Building					
Administrative Assistant	0.30	0.30	0.30	0.30	0.30
Building Official	1.00	1.00	1.00	1.00	1.00
Building Inspector				0.50	1.00
Total Community Development	5.00	4.00	4.00	4.50	5.00

FTE Detail by Supervising Department – Continued

Department and Position	FTE Counts				
	Actual				Budget
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Community Services					
RSVP Coordinator	1.00	1.00	1.00	0.50	-
Librarian	2.00	2.00	2.00	2.00	2.00
Library Assistant	3.00	5.00	4.00	1.00	1.00
Library Manager	1.00	1.00	1.00	1.00	1.00
Library Associate	-	1.00	1.00	-	1.00
Library Program Coordinator	1.00	1.00	1.00	1.00	-
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Aquatics Manager	1.00	-	1.00	1.00	1.00
Aquatics Coordinator	1.00	-	-	-	-
Program Coordinator - Weed & Seed	1.00	1.00	1.00	-	-
Community Services Director	1.00	1.00	1.00	1.00	1.00
Community Relations Officer	-	1.00	1.00	1.00	1.00
Bus Driver	-	-	-	1.00	1.00
Clerk II	-	-	-	1.00	1.00
Transit Operation Supervisor	-	-	-	1.00	1.00
Bus Driver - Part Time	-	-	-	2.49	2.92
Part-time Employee(s)	27.10	24.10	21.06	15.52	18.35
Total Community Services	40.10	39.10	36.06	30.51	33.27
Human Resources					
Human Resources Director	-	1.00	1.00	1.00	1.00
Assistant Human Resources Director	-	1.00	1.00	1.00	1.00
Total Human Resources	-	2.00	2.00	2.00	2.00
Finance/Information Services/Muni Court					
Accounting Clerk II	2.00	2.00	2.00	2.00	2.00
Accounting Clerk III	1.00	1.00	1.00	1.00	1.00
Clerk II	1.00	0.50	0.50	-	-
Clerk III	-	-	-	1.00	1.00
Finance Director	1.00	1.00	1.00	1.00	1.00
Accounting Manager	-	-	-	-	1.00
Senior Accountant	-	1.00	1.00	1.00	-
Budget & Finance Analyst	-	-	-	-	1.00
Part-time Employee(s)	0.60	0.40	-	-	0.40
Information Services Manager	1.00	1.00	1.00	1.00	1.00
Information Systems Technician	1.00	1.00	1.00	1.00	1.00
IS Specialist/Network Administrator	2.00	2.00	2.00	2.00	2.00
Municipal Court Clerk	2.00	1.50	2.00	2.00	1.00
Municipal Court Judge	0.25	0.10	0.10	0.10	0.06
Total Finance/Info Svcs/Muni Court	11.85	11.50	11.60	12.10	12.46

Department and Position		FTE Counts				Budget
		Actual				
		FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Police						
	Code Enforcement Officer	1.00	2.00	2.00	2.00	2.00
	Evidence Technician	1.00	1.00	1.00	1.00	1.00
	Executive Assistant	1.00	1.00	1.00	0.50	0.50
	Police Captain	1.00	2.00	2.00	2.00	2.00
	Police Chief	1.00	1.00	1.00	1.00	1.00
	Police Officer	28.00	25.00	25.00	24.00	23.00
	Police Sergeant	4.00	4.00	4.00	5.00	6.00
	Police Records Clerk	3.00	3.00	3.00	3.00	3.00
	Police Records Supervisor	1.00	1.00	1.00	1.00	1.00
	Background Investigator	0.02	0.02	0.02	0.02	0.02
	Part Time Employees (Bailiffs)	-	0.50	0.50	0.50	0.09
	Total Police	41.02	40.52	40.52	40.02	39.61
Public Works						
Surface/Water Collections						
	Sewer Line Maintenance Tech	1.00	1.00	1.00	1.00	1.00
	Utility Worker II	1.00	3.00	3.00	3.00	3.00
	Wastewater Assistant Superintendent	1.00	1.00	1.00	-	-
	Collection Supervisor	-	-	-	1.00	1.00
	Total Surface/Water Collections	3.00	5.00	5.00	5.00	5.00
Water						
	Clerk II	-	-	1.00	1.00	1.00
	Utility Worker I	1.00	1.00	1.00	-	-
	Utility Worker II	2.00	3.00	3.00	3.00	3.00
	Utility Worker III	2.00	2.00	2.00	2.00	2.00
	Water Operator I	1.00	1.00	1.00	1.00	1.00
	Water Operator II	1.00	1.00	1.00	-	-
	Water Maintenance Tech	-	1.00	1.00	1.00	1.00
	Water Superintendent	1.00	1.00	1.00	1.00	1.00
	Water Treatment Supervisor/Water Operator III	-	-	-	1.00	1.00
	Total Water	8.00	10.00	11.00	10.00	10.00
Sewer						
	Clerk II	-	1.00	1.00	1.00	1.00
	Industrial Waste Coordinator	1.00	1.00	1.00	1.00	1.00
	Laboratory Technician	1.00	1.00	1.00	1.00	1.00
	Utility Worker II	3.00	3.00	3.00	2.00	2.00
	Wastewater Maintenance Technician	1.00	1.00	1.00	2.00	2.00
	Wastewater Operator I	1.00	1.00	1.00	1.00	1.00
	Wastewater Operator II	-	-	-	1.00	1.00
	Wastewater Operator III	1.00	1.00	1.00	1.00	1.00
	Wastewater Supervisor	-	-	-	1.00	1.00
	Total Sewer	8.00	9.00	9.00	11.00	11.00
Street						
	Clerk III	1.00	1.00	1.00	1.00	1.00
	Facilities Maintenance Supervisor	1.00	1.00	1.00	-	-
	Maintenance/Support Division Manager	1.00	1.00	1.00	-	-
	Street & Sewer Line Maintenance Supervisor	1.00	1.00	1.00	-	-
	Utility Worker I	2.00	2.00	2.00	2.00	2.00
	Utility Worker II	2.00	2.00	3.00	1.00	2.00
	Total Street	8.00	8.00	9.00	4.00	5.00

FTE Detail by Supervising Department – Continued

Department and Position	FTE Counts				
	Actual				Budget
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Facilities Maintenance					
Custodian	2.00	3.00	3.00	3.00	3.00
Facility Maintenance Tech	1.00	1.00	1.00	-	-
Total Facilities Maintenance	3.00	4.00	4.00	3.00	3.00
Garage					
Mechanic	-	-	1.00	1.00	1.00
Garage Assistant (Utility Worker II)	-	-	-	1.00	-
Total Garage	-	-	1.00	2.00	1.00
Transit					
Bus Driver	2.00	2.00	2.00	-	-
Transit Manager	-	1.00	1.00	-	-
Transit Operation Supervisor	1.00	1.00	1.00	-	-
Bus Driver - Part Time	9.14	2.14	3.86	-	-
Total Transit	12.14	6.14	7.86	-	-
Parks Maintenance					
Custodian	1.00	1.00	1.00	1.00	1.00
Grounds Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Utility Worker I	2.00	2.00	1.00	1.00	1.00
Utility Worker II	1.00	1.00	1.00	1.00	1.00
Total Parks Maintenance	5.00	5.00	4.00	4.00	4.00
Public Works Administration					
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Assistant City Engineer	1.00	1.00	1.00	1.00	1.00
C.E. Engineering Tech III	1.00	1.00	1.00	1.00	1.00
C.E. Technician II	1.00	1.00	1.00	1.00	1.00
C.E. Technician I	-	-	-	1.00	-
CAD/GIS Technician	1.00	1.00	1.00	1.00	1.00
Project Engineer	1.00	1.00	1.00	-	1.00
Construction Inspector/CUE. Technician	-	-	-	1.00	-
Public Works Director	1.00	1.00	1.00	1.00	1.00
Senior Engineering Technician	1.00	1.00	1.00	1.00	1.00
Water Resource Manager	1.00	1.00	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00	1.00	1.00
Engineering Intern	-	1.00	1.00	-	-
Total Public Works Administration	10.00	11.00	11.00	11.00	10.00
Total Public Works	57.14	58.14	61.86	50.00	49.00
Total FTE	162.76	160.51	161.29	145.23	147.34

Budgeted Transfers

The table above shows a summary of all fund transfers budgeted for FY 2013-14. The purpose of each transfer is included in the individual fund discussions throughout this document

Transfers Out	Transfers In										
					Street & Storm Cap		Water Cap	Info	Equip		
	Fund	General Fund 001	Transit Fund 110	Building Inspect Fund 123	Street Fund 140	Const Fund 363	Street SDC Fund 376	Const Fund 466	Services Fund 586	Replace Fund 591	Total
	General Fund 001		116,000		130,000		25,887	25,887	187,000		484,774
	Housing Rehab Fund 137	200,000									200,000
	Street Fund 140					1,139,600				30,000	1,169,600
	General Cap Const Fund 358		20,000								20,000
	Storm SDC Fund 377					25,000					25,000
	Water Cap Const Fund 466			65,000							65,000
	Water Fund 470						6,667	21,441		10,000	38,108
Sewer Fund 472				90,000		6,667	6,667		70,259	173,593	
Water SDC Fund 474							40,000			40,000	
Public Works Svcs Fund 582									5,000	5,000	
Equip Replace Fund 591		18,294								18,294	
Total	200,000	154,294	65,000	220,000	1,164,600	39,221	93,995	187,000	115,259	2,239,369	

In addition to construction project and subsidy transfers there are two inter-fund loans included in the budgeted transfers.

The \$65,000 transfer from the Water Cap Const Fund is an inter-fund loan that is budgeted, but may not be needed during the year.

The other inter-fund loan involves five different funds. The loan is a seven year loan with an original amount of \$512,000, half of which was loaned from the Street SDC Fund and the other half from the Water Cap Construction Fund to finance the City's accounting and utility billing system. The borrowing funds were the General Fund, Water Fund, and the Sewer Fund. The final loan payments are due in FY 2017-2018. In prior years these loans were not clearly identified in transfers. The shaded area in the table highlights this transaction, but also includes a few other transfers.

Capital Construction Projects

The City budgets its major construction projects within the public works funds. Projects are generally large dollar amounts (\$5,000 minimum), nonrecurring and have a useful life of many years. Due to current economic conditions, many projects are being deferred. The following tables show the costs of projects the City has identified as key at this time.

Current Year Projects

The table below provides the capital project detail for FY 2013-14.

Project Description	Project Type	Project Number	Street &					FY 2013-14 Total
			General Cap Const Fund 358	Storm Cap Const Fund 363	Sewer Cap Const Fund 465	Water Cap Const Fund 466	Street SDC Fund 376	
Misc. Wetland Mitigation	Storm Drain Construction	63020.0000		25,000				25,000
Misc. System Improvements	Storm Drain Construction	63017.0000		25,000				25,000
Cleveland Street, Add Manholes to City Hall	Storm Drain Construction	63017.0004		33,000				33,000
Storm Culvert Improve - Willamette RR @ Cleveland	Storm Drain Construction	63034.0000		46,000				46,000
I-5 Interchange Project Storm Drain Relocation Work	Storm Drain Construction	62011.0004		50,000				50,000
Wyffels Park Stream Restoration Project	Storm Drain Construction	63001.0003			230,000			230,000
Safety Sidewalk Construction/ADA	Street Improve: Major Upgrades	64005.0002		25,000				25,000
Misc. Roadway Improvements	Street Improve: Major Upgrades	69014.0003		25,000				25,000
Country Club Ct Improvements	Street Improve: Major Upgrades	61029.0001		45,000				45,000
Front Street-Bulldog Pedestrian Improv.	Street Improve: Major Upgrades	61002.0007		175,000				175,000
Hwy 99E/Young Street Utility Upgrades	Street Improve: Major Upgrades	62028.0004		17,600	79,200	79,200		176,000
Photo Red Light	Street Improve: State Roadway Sys	69023.0003		20,000				20,000
Local Traffic Management	Street Improve: State Roadway Sys	62011.0010					50,000	50,000
I-5 Interchange Tree Removal & Fence Install-New	Street Improve: State Roadway Sys	62011.0012					125,000	125,000
Street Resurfacing-3/4" to 1" Lift	Street Restoration: Fair Streets	62026.2014		275,000				275,000
Street Resurfacing-1 1/2" Lift	Street Restoration: Poor Streets	62026.2014		125,000				125,000
Ogle Street, Cleveland to Boones Ferry	Street Resurfacing: Gravel Streets	62010.0000		293,000				293,000
Raise MH along Mill Creek	Wastewater: Collect Sys Const	82012.0003			43,500			43,500
Mill Creek PS Project - Phase 1	Wastewater: Collect Sys Const	82004.0007			50,000			50,000
Pump Station Upgrades (Reliability)	Wastewater: Collect Sys Const	82004.0006			75,000			75,000
Replacement Costs-Collection System Piping	Wastewater: Collect Sys Const	82035.0000			200,000			200,000
HWY 214, I-5 Interchange Sanitary Sewer Relocations	Wastewater: Collect Sys Const	62011.0004			292,500		292,500	585,000
I-5 Pump Lift Station PM Service	Wastewater: Treatment Plant	82021.0005			40,000			40,000
LS Alarm/Power & Control Upgrade	Wastewater: Treatment Plant	82022.0000			50,000			50,000
Poplar Tree Harvest, Replant, and Drainage	Wastewater: Treatment Plant	81010.0000			75,000			75,000
Biosolids Program	Wastewater: Treatment Plant	81028.0000			500,000			500,000
POTW Phase 2A/Natural Treatment System	Wastewater: Treatment Plant	81026.0000			1,000,000			1,000,000
Misc. System repairs/improvements	Water: Water Sys Construction	78001.0000				14,774		14,774
Misc. Capacity Improvements	Water: Water Sys Construction	73028.0000				40,000		40,000
Automatic Read Meter Replacement Program	Water: Water Sys Construction	78002.0000				200,000		200,000
Hwy. 214/ Interstate 5 Utility Relocations, widening	Water: Water Sys Construction	62011.0004				400,000	400,000	800,000
Settlemier/Hwy 214 Grange PUE Purchase	Street Improve: Major Upgrades	61011.0002		10,000				10,000
Exterior Paint - Aquatic Center	Aquatics Projects	41015.0014	12,000					12,000
Interior Paint - Aquatic Center	Aquatics Projects	41015.0015	13,000					13,000
Library Door Closers (4)	Library Projects	43131.0011	14,000					14,000
Roof & Sally Port at City Hall	City Hall Projects	43111.0017	20,000					20,000
Total			59,000	1,189,600	2,635,200	733,974	867,500	5,485,274

Additional Costs in Future Years

The table below identifies future year costs associated with current year projects.

Project Description	Project Type	Project Number	General	Street &	Sewer Cap	Water	Street	FY 2013-14
			Cap Const	Storm Cap	Const	Cap Const	SDC	
			Fund 358	Fund 363	Fund 465	Fund 466	Fund 376	Total
Misc. Wetland Mitigation	Storm Drain Construction	63020.0000		25,000				25,000
Misc. System Improvements	Storm Drain Construction	63017.0000		25,000				25,000
Cleveland Street, Add Manholes to City Hall	Storm Drain Construction	63017.0004		33,000				33,000
Storm Culvert Improve - Willamette RR @ Cleveland	Storm Drain Construction	63034.0000		46,000				46,000
I-5 Interchange Project Storm Drain Relocation Work	Storm Drain Construction	62011.0004		50,000				50,000
Wyffels Park Stream Restoration Project	Storm Drain Construction	63001.0003			230,000			230,000
Safety Sidewalk Construction/ADA	Street Improve: Major Upgrades	64005.0002		25,000				25,000
Misc. Roadway Improvements	Street Improve: Major Upgrades	69014.0003		25,000				25,000
Country Club Ct Improvements	Street Improve: Major Upgrades	61029.0001		45,000				45,000
Front Street-Bulldog Pedestrian Improv.	Street Improve: Major Upgrades	61002.0007		175,000				175,000
Hwy 99E/Young Street Utility Upgrades	Street Improve: Major Upgrades	62028.0004		17,600	79,200	79,200		176,000
Photo Red Light	Street Improve: State Roadway Sys	69023.0003		20,000				20,000
Local Traffic Management	Street Improve: State Roadway Sys	62011.0010					50,000	50,000
I-5 Interchange Tree Removal & Fence Install-New	Street Improve: State Roadway Sys	62011.0012					125,000	125,000
Street Resurfacing-3/4" to 1" Lift	Street Restoration: Fair Streets	62026.2014		275,000				275,000

The City also has two multi-million dollar projects that are divided into phases and not identified in the table above.

The City will spend \$5.5 million for the I-5 Interchange project, as discussed in the Street SDC Fund – 376 on page 161. The City also has a significant wastewater treatment plant expansion project that will be funded with the \$17 million in Sewer Cap Const Fund – 465. Both projects have uncertain project schedules and funding will be addressed through supplemental budgets when appropriate.

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Appendices

Glossary

Adopted Budget: Financial plan that forms the basis for appropriations. Adopted by the governing body.

Annualized Cost: A full year's cost of an item or position. This information is often provided when the budget funds only a partial year.

Appropriation: Authorization for spending a specific amount of money for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budgets, if any. It is presented in a resolution or ordinance adopted by the governing body.

Assessed Value: The value set on real and personal property as a basis for imposing taxes. It is the lesser of the property's minimum assessed value or real market value.

Audit: A review of the City's operations by an independent accounting firm to verify that the City's financial statements accurately reflect the City's financial position.

Audit Report: A report in a form prescribed by the Secretary of State made by an auditor expressing an opinion about the propriety of a local government's financial statements, and compliance with requirements, orders and regulations.

Bond: A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

Budget: A written report showing the local government's comprehensive financial plan. It must include a balanced statement of actual revenues and expenditures during each of the last two years, or budget periods, and estimated revenues and expenditures for the current and upcoming year or budget period [ORS 294.311(4)].

Budget Committee: Fiscal advisory board of a local government, consisting of the governing body plus an equal number of registered voters appointed from within the boundaries of the local government.

Budget Message: Written explanation of the budget and the local government's financial priorities. It is prepared and presented by the executive officer or chairperson of the governing body.

Budget Officer: Person appointed by the governing body to assemble budget material and information and to physically prepare the proposed budget.

Budget Transfers: Amounts moved from one fund to finance activities in another fund. They are shown as expenditures in the originating fund and revenues in the receiving fund.

Capital Improvement: A permanent major addition to the City's real property assets, including the design, construction, or purchase of land, buildings or facilities, or major renovations of same. Includes installation of new streets, storm drains, water and sewer lines, parks and other public facilities.

Capital Improvement Budget: A financial plan of proposed capital improvement projects and the means of financing them for a given period of time. The City annually updates the next year's Capital Improvement Budget and the six-year Capital Improvement Plan.

Capital Outlay: A budget category which includes equipment having a unit cost of more than \$5,000 and an estimated useful life of more than one year.

Capital Projects Fund: A fund used to account for resources, such as bond sale proceeds, to be used for major capital item purchase or construction.

Community Development Block Grant (CDBG): Grants administered through the state providing funds for projects that benefit the public at large.

Compression: The Oregon Constitution limits the amount of property taxes that can be collected from each property in two categories: education and general. If taxes in either category exceed the limit for that property, the taxes are reduced or “compressed” until the limit is reached. This calculation is based on real market value of the property, not the taxable assessed value. Compression creates uncertainty in property tax revenues.

Contingency: Funds set aside but not appropriated or approved for use. The Council can authorized the transfer of Contingency to appropriations during the year. Such transfers are made to fund unanticipated expenditures or new programs, or to absorb unexpected revenue losses.

Debt Service: Payment of principal and interest on an obligation resulting from the issuance of bonds or notes.

Debt Service Fund: A fund established to account for payment of general long-term debt principal and interest.

Department: The largest organizational unit of the City.

Department Mission Statement: Brief description of the purpose and major responsibilities of a City department.

Designated Reserve: Funds specifically set aside for anticipated expenditure requirements in future years which are uncertain, such as employee salary adjustments that have not yet been determined.

Division: An organizational subdivision of a department.

Encumbrance: An obligation chargeable to an appropriation and for which part of the appropriation is reserved.

Enterprise Fund: A fund that generates most of its revenue from charges for services, as opposed to taxes.

Expenditure: The consumption of goods or services, commonly evidenced by the payment of cash.

Fiscal Year: A twelve-month period of time to which the Annual Budget applies. Woodburn's fiscal year is July 1 through June 30.

FTE: Full Time Equivalent, FTE, is a staffing measure that identifies how many full time staff are represented by a mix of part and full time employees.

Fund: An independent fiscal and accounting entity used to set forth the financial position and results of operations related to the specific purpose for which the fund was created.

Fund Balance: Net current assets (cash plus receivables less payables) at a specific point in time. The fund balance can also be defined as a measure of funds available typically at the beginning or end of a budget cycle.

General Fund: The City's principal operating fund, which is supported by taxes and fees which can be used for any legal government purpose.

General Obligation Bonds: Bonds that are issued to finance a variety of public projects such as streets and improvements and are generally repaid from tax revenue.

Grants: A donation or contribution in cash by one governmental unit to another unit which may be made to support a specified purpose or function, or general purpose.

Inter-fund Loans: Loans made by one fund to another and authorized by resolution or ordinance.

Personnel Services: A budget category which accounts for the salaries, wages, and overtime of employees, as well as all employer-paid fringe benefits such as health and dental insurance, retirement, and workers' compensation insurance.

Levy: Amount of ad valorem tax certified by a local government for the support of governmental activities.

Local Government: Any city, county, port, school district, community college, public or quasi-public corporation (including a municipal utility or dock commission) operated by a separate board or commission; a municipal corporation or municipality.

Local Option Tax: Taxing authority voter-approved by a double majority that is in addition to the taxes generated by the permanent tax rate. Local option taxes can be for general operations, a specific purpose or capital projects. They are limited to five years unless they are for a capital project, then they are limited to the useful life of the project or 10 years, whichever is less.

Maximum assessed value (MAV). The maximum taxable value limitation placed on real or personal property by the constitution. It can increase a maximum of 3 percent each year. The 3 percent limit may be exceeded if there are qualifying improvements made to the property, such as a major addition or new construction.

Net Working Capital: The sum of the cash balance, accounts receivable expected to be realized during the ensuing year, inventories, supplies, prepaid expenses less current liabilities and, if encumbrance method of accounting is used, reserve for encumbrances.

Non-Departmental: Program costs that do not relate to any one department, but represent costs of a general City-wide nature.

Objective: The expected result or achievement of a budget activity.

Operating Budget: Annual appropriation of funds for ongoing program costs, including employee services, supplies, equipment, and debt service.

Operating Revenue: Revenue of a fund, excluding Beginning Fund Balance (Fund Balance). By focusing on Operating Revenue the trends in current year resources are evaluated.

Ordinance: A formal legislative enactment by the City Council. It has the full force and effect of law within the City boundaries unless it is in conflict with any higher form of law, such as a State statute or constitutional provision.

Payroll expenses: Expenses related to the compensation of salaried employees, such as, health and accident insurance premiums, Social Security and retirement contributions, civil service assessments.

Permanent rate limit: The maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate limit can be used for any purpose. No action of the local government or its voters can increase or decrease a permanent rate limit.

Prior years' tax levies: Taxes levied for fiscal years preceding the current one.

Program: An activity or group of activities performed for the purpose of providing a service or a support function.

Property Taxes: Ad valorem tax certified to the county assessor by a local government.

Proposed budget: Financial and operating plan prepared by the budget officer. It is submitted to the public and the budget committee for review.

Publication: Public notice given by publication in a newspaper of general circulation within the boundaries of the local government; mailing through the U.S. Postal Service by first class mail to each street address within the boundaries of the local government; and hand delivery to each street address within the boundaries of the local government.

Real Market Value (RMV): The amount in cash which could reasonably be expected by an informed seller from an informed buyer in an arm's-length transaction as of the assessment date. In most cases, the value used to test the constitutional limits.

Reserve fund: Established to accumulate money from year to year for a specific purpose, such as purchase of new equipment.

Resolution: A formal order of a governing body; lower legal status than an ordinance.

Resources: Total amount available for appropriation during the fiscal year, including beginning fund balances, revenues, and fund transfers.

Revenue: An increase in net assets, commonly arising from the receipt of taxes or charges for services.

Revenue Bonds: Bonds issued to construct capital facilities, repaid from revenue produced by the operation of those facilities.

SDC: A system development charge imposed on new development to mitigate the impact of growth on City infrastructure. These fees are used to fund improvements that increase capacity of the City's utility, park or street systems.

Special Revenue Fund: A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditure for specific purposes.

Supplemental Budget: A financial plan prepared to meet unexpected needs or to spend revenues not anticipated when the regular budget was adopted. It cannot be used to authorize a tax.

Supplies & Services: A budget category. Examples include office supplies, minor equipment, motor vehicle expense, and professional and contractual services.

Tax on property: Any tax, fee, charge or assessment imposed by any government unit upon property or upon a property owner as a direct consequence of ownership of that property.

Tax Rate: The amount of tax stated in terms of a unit of tax for each \$1,000 of assessed value of taxable property.

Tax Roll: The official list showing the amount of taxes imposed against each taxable property.

Tax Year: The fiscal year from July 1 through June 30.

Trust Fund: A fund used to account for fiscal activities of assets held in trust by a local government.

Unappropriated Fund Balance: Amount set aside in the budget to be used as a cash carryover to the next year's budget. It provides the local government with cash until tax money is received from the county treasurer in November. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitated by a qualifying emergency.

Budget Policies & Reduction Strategy FY 2013-14

The following Budget Policies & Reduction Strategy document was part of the February 25, 2013 City Council Meeting. This is an annual review process.

City of Woodburn **Budget Policies & Reduction Strategy** **FY 2013/14**

- **SECTION 1. ANNUAL REVIEW & POLICY**

- A. **Fiscal Responsibility**. Per the City Council's biannual 2011 - 2013 Adopted Goals, it will be the policy of the City of Woodburn to return the highest level (or sustain the current levels) of service with the least amount of taxpayer investment; and to plan accordingly.
- B. **Balanced Budget**. The City's Budget shall be balanced. For each fund, ongoing costs are not to exceed ongoing revenues plus available fund balances used in accordance with reserve policies.
- C. **Budget Process**. The annual budget process is intended to weigh all competing requests for City resources within expected fiscal constraints. Levels of service will increase or decrease based on the availability of resources. Requests for new programs made outside the annual budget process are discouraged. New initiatives will be financed by reallocating existing City resources to the services with the highest priorities.
- D. **Fiscal Recommendations**. Consistent with the administrative responsibilities outlined in the Charter, the City Administrator will make fiscal recommendations to the City Council on all measures necessary to sustain current levels of service and avoid reductions in City programs, including the consideration by the City Council of new revenue sources if this is determined to be in the best interest of the community.
- E. **Budget Policies Updated Annually**. The City Council will review and adopt Fiscal Year Budget Policies on an annual basis.
- F. **Yearly 5-Year Forecast**. The City Council will review and approve the 5-Year Forecast (see attached Exhibit A) on an annual basis. The forecast is an estimate of future revenues and expenses and is intended to serve as an estimate and a guideline for making sound financial decisions in the current fiscal year and budget preparation. The 5-Year Forecast and the annual Budget Policies together will constitute the City's Annual Financial Plan.
- G. **Policy Direction**. Consistent with their policy making role outlined in the Woodburn City Charter, the City Council is responsible for providing policy direction to determine the City's overall fiscal policy. In response to the fiscal recommendations made by the City Administrator, the City Council shall consider all measures necessary to sustain current levels of service and avoid reductions in City programs, including consideration by the City Council of new revenue sources if this is determined to be in the best interest of the community.

- H. **Budget.** Under the Woodburn City Charter, the City Administrator serves as Woodburn’s Budget Officer. The Finance Director assists the City Administrator with preparation and presentation of the annual budget, budget administration and the day-to-day finance operations. The Budget Officer is responsible for the administration of the annual budget and may approve or disapprove the expenditures contained in the adopted budget if deemed in the best financial interest of the City.
- I. **Budget Administration.** As authorized by the City Charter, the City Administrator is responsible for taking actions necessary to keep expenditures within anticipated revenues, including initiating layoffs, re-organizations, downsizing, program reductions and adjustments to service levels. The City Administrator will keep the City Council informed as to any steps taken to reduce expenditures and, whenever possible, the Council will review the decisions and consider options during a mid-year budget review.
- J. **Budget Changes After Adoption.** From time to time, unforeseen circumstances require department managers to reallocate resources to address current conditions, opportunities, and challenges. Most of these changes do not rise to the appropriation level which would require City Council action. When they do, City Council authorization will be requested. In addition, use of funds designated as reserved for contingencies must always be authorized by City Council.

For the more routine and ordinary adjustments, the City Administrator will be responsible for authorizing budget adjustments between categories (Personnel Services, Materials & Services, Capital Outlay, & Transfers) in funds with program budgets (General Fund, Public Works Services). Adjustments within the budget categories (for all funds) will be at the discretion of the Department head, so long as the total category budget is not altered.

➤ Appropriation Level: Program (General Fund, Public Works Services)

Changes to:	Requires Authorization from:
Program Budget	City Council
Category Budget	City Administrator
Line Item Budget	Department Head

➤ Appropriation Level: Category (All other Funds)

Changes to:	Requires Authorization from:
Category Budget	City Council
Line Item Budget	Department Head

• **SECTION 2. DISCRETIONARY & DEDICATED RESOURCES**

- A. **Recognizing Financial Limits.** Woodburn will make a distinction between two different types of services; 1) those that are funded primarily from City discretionary resources and; 2) those that are funded primarily from dedicated resources.
- B. **Discretionary Resources.** The General Fund is the fund that collects discretionary resources to provide discretionary programs and services as recommended by the Budget Officer and approved as part of the City’s cycle. The City will continue to fund these programs primarily from General Fund discretionary

resources. These include police, park and recreation, economic development, land use financial services and other programs.

- C. **Dedicated Resources.** Dedicated services (e.g., fees, grants, utility revenues, etc.) are traditional City services that are provided primarily with dedicated funds. Dedicated resources are subject to restrictions via state and federal law, grant agreements and contracts, City policy and ordinances. Frequently, these resources will be state or federal programs that the City administers locally, such as public safety programs or transportation grants. The City will fund these programs (i.e. speed and safety belt enforcement, etc.) primarily from dedicated resources.

- **SECTION 3. GENERAL FUND BUDGET (DISCRETIONARY)**

- A. **Annual Budget Goal.** The goal shall be to prepare a budget that maintains existing high priority programs supported by the General Fund while at the same time seeking savings wherever possible. Funding for lower priority programs will be reduced or eliminated to ensure that expenditures remain in balance with resources.
- B. **General Fund Emphasis.** The highest priority shall be to conserve General Fund discretionary resources to fund high priority programs as defined by the City Council and City Administrator.
- C. **Maximize City Council's Discretion.** Wherever legally possible, revenues are to be treated as discretionary resources, rather than as dedicated to a particular program or service. The goal is to give the City Council as much flexibility as possible in allocating resources to local priorities.
- D. **New Revenues.** In order to sustain current levels of service, avoid reductions in public safety programs or increase services needed to meet community demands, the City Council may consider new discretionary revenues if it is determined to be in the best interest of the community.
- E. **Use of Dedicated Funding Sources.** Whenever legally possible, funding responsibility for existing programs or activities should be transferred to appropriate dedicated funding sources, freeing up scarce discretionary resources to fund City Council priorities.
- F. **Cost Efficiency.** Staff will prepare fiscally conservative budgets and will seek savings wherever a balance between cost efficiency and the quality of public service can be achieved.
- G. **Materials & Services.** Departments are to prepare "base budgets" with a goal of holding General Fund or other discretionary resources for materials and services expenditures to no more than FY 2012/2013 budget levels.
- H. **No General Fund Street Maintenance Support.** No discretionary General Fund revenues will be used to support street maintenance activities. General Fund street lighting transfers are exempted from this policy. The current transfer from the General Fund for street lighting will be maintained as long as it is fiscally viable. The transfer will be reviewed as approved each fiscal year as part of the budget process.
- I. **Revenue Estimates.** Departments should budget for revenues based on the best information available during the budget process. If additional information becomes available during the budget process, it should be provided to the Finance Director's Office. Accuracy in revenue/expenditure estimates is critical. New revenue estimates should be based on the best information available. Subsequent annual estimates should also take into consideration the actual receipts from the previous year.
- J. **Pursuit of New Departmental Revenues.** Departments shall pursue revenue sources to the fullest extent possible for all services as well as total cost identification (including indirect costs) for fee setting

purposes, grants or other funding opportunities. Any new revenue sources should be used to offset the cost of existing staff and programs, rather than funding new staff or programs. Fee schedules will be reviewed annually to ensure costs are recovered. Fee schedules will be updated as part of the annual budget process.

- K. **Expenditure Reductions**. Reductions in revenues may require expenditure reductions from the “base budget” level. If reductions are required, the City Administrator will be guided by the City Council’s adopted Resource Reduction Strategy.
- L. **Discretionary Programs**. New discretionary programs may be included in the Proposed Budget with the prior approval by the City Administrator and if the new program is deemed a high priority activity. The impact of new or expanded programs on overhead services (information system services, financial services, building / grounds maintenance, human resource services, budget services, etc.) shall be evaluated to determine if overhead services need to be increased due to the addition of new programs.

The costs of increases in overhead services attributed to additional programs shall be included in the analysis of the total cost of new programs. Should outside funding for a program expire, the program may be terminated by the City Administrator or the City Council.

- M. **Full Cost Recovery**. City staff shall make every effort to assign costs where they occur through the use of interdepartmental / interfund charges and indirect cost percentage assignments. The intent is to clearly define the actual cost of each direct service the City provides internally or externally. The first priority is the recovery of overhead costs from all funds and grant programs and through the use of the City’s Indirect Cost Program/Methodology.
- N. **Annual Budget Savings**. To the extent General Fund supported departments experience savings during the year (due to position vacancies, etc.) that money should not be spent. Instead it should be saved to augment the beginning fund balance for the next fiscal year except as approved by the City Administrator.
- O. **Shortfall Management Contingency Reserve**. As a result of prior year General Fund reduction strategy, the City carried reduction savings forward in anticipation of projected revenue/expense shortfalls. Consequently, beginning FY 2013/14, the City will establish a Short Fall Management Contingency Reserve (SMCR) line-item. The SMCR is intended to support General Fund operational programs and not capital expenditures.

The General Fund’s SMCR will be applied towards maintaining FY 2012/13 levels of General Fund services by bridging the difference between any operating expenses and revenues as deemed appropriate by the Budget Officer and City Council.

- **SECTION 4. NON-GENERAL FUND / UTILITY BUDGETS (DEDICATED)**

- A. **Bottom-Line Emphasis**. For activities or programs funded primarily from non- General Fund sources, Departments are to prepare “base budgets” with a goal of holding any General Fund contribution to no more than the amount provided in the current fiscal year, subject to the availability of funds. Whenever possible, reductions in General Fund contributions should be achieved.
- B. **No Backfilling**. General Fund discretionary dollars will not be used to back-fill any loss in water and/or sewer City utility revenue, state-shared or federal revenues, grants or dedicated funding programs (for further information, see the Resource Reduction Strategy).

- C. **Revenue Estimates.** Departments should budget for revenues based on the best information available at the time the budgets are prepared. If additional information becomes available during the budget process, it shall be provided to the Finance Department. New revenues should be estimated based on available information the first year. Subsequent annual estimates should also take into consideration actual receipts from the previous year.
- D. **Overhead Cost Allocation Charges.** All non-General Fund departments should budget the amount allocated to that department in the City's Indirect Program /Methodology.
- E. **Cost Efficiency.** As with the General Fund, staff responsible for non-General Fund budgets will prepare fiscally conservative budgets and will seek savings wherever a balance between cost efficiency and the quality of public service can be achieved.
- F. **Utility Revenue allocations.** It is the policy of the City of Woodburn that revenue generated by City owned utilities will be split between capital funds and operating expenses in a manner consistent with Woodburn's Capital improvement plans and operating requirements. The allocation, or split, of these revenues will be approved annually as part of the budget processes.
- G. **General Fund Transfer Savings.** With the exception of required "hard-dollar" grant matches, any unused or unneeded portions of budgeted General Fund transfers to non-General Fund budgets will be returned to the General Fund at the end of the fiscal year in order to increase the General Fund ending balance.
- H. **Utility Rates.** The City will maintain utility rates at a level that ensures that all debt service, operating and capital costs are adequately recovered. Capital costs identified in approved capital improvement plan will be used as the basis for forming the capital costs recovery portion of utility rates.
- I. **System Development Charges.** As permissible under state law, the City will pursue the recovery of infrastructure related development cost relating to water, sewer, street, storm and parks. These costs will be delineated via a defensible methodology, which will be revised from time to time to ensure accuracy.
- J. **Street SDC Minimum Reserve.** The Street SDC Fund will not be depleted below \$5.26 million until after the City's contribution to the Woodburn Interchange Project has been satisfied. A Street SDC Fund balance of \$4 million will be held in reserve and dedicated towards any balance outstanding on the City's contribution to the I-5 Interchange Project.

- **SECTION 5. FUND RESERVES & CONTINGENCIES**

- A. **General Fund Contingencies.** At least 10% of the General Fund's operating appropriation shall be placed into the operating contingency to meet cash flow needs and with the expectation that most will not be spent and will become part of the 2012/2013 Beginning Fund Balance. The General Fund operating contingency for 2012/2013 shall be increased if carryover resources are available in accordance with recommendations provided in the City's long-term financial plan.
- B. **General Fund Contingency Proportionality.** Where contingency is expended; overall reductions will be made to the General Fund to ensure the remaining contingency remains at 10% of the General Funds operating costs.
- C. **Water & Sewer Fund Contingencies.** The Water and Sewer Funds will maintain annual contingencies of not less than 5%.

- **SECTION 6. GRANT APPLICATIONS (ALL FUNDS)**

- A. **Approval to Pursue.** The City Administrator's approval is necessary before any employee pursues lobbying efforts on matters having budget implications, and before grant applications are submitted to the granting agency. Department Heads should advise the City Administrator before official positions are taken on matters that might have budget implications.
- B. **General Fund Matching Funds.** Upon approval by the City Administrator, matching fund requirements will be presented to the City Council for final approval.

- **SECTION 7. NEW POSITIONS, PROGRAMS AND OVERTIME (ALL FUNDS)**

- A. **Base Budget & New Positions.** Departments are to prepare "base budgets" with no new regular positions unless specifically authorized by the City Administrator in advance of Budget preparations. Reorganizations of departments or programs resulting in changes in staffing or positions may be considered if the change is cost neutral or a cost savings from the current costs. No position compensation or increase will be provided beyond amounts budgeted for the position.
- B. **Considerations of New Positions/Programs.** Consideration of new programs and positions will occur only if the cost of the position or program is offset by non-General Fund sources legally tied to the new position or if the cost of the position is offset by new external revenues, reductions within existing funds and/or the position is required to generate those revenues. Cost estimates for new positions will include office facility space, equipment, rent, utilities, supplies, related increases in overhead services, etc.

Additional personnel or programs shall be requested only after service needs have been thoroughly documented or after it is substantiated that the new employees will result in increased revenue or enhanced operating efficiencies.

- C. **Annual Overtime Budgets.** Departments will anticipate their annual overtime costs to be included in the Proposed Budget. Once the Budget is adopted, overtime costs are to be managed within adopted levels. No overtime costs can exceed budgeted levels without first obtaining the authorization of the City Administrator.

- **SECTION 8. MID-YEAR BUDGET REDUCTIONS**

- A. **Revised Revenue or Expense Estimates.** If additional information concerning revenue reductions or significant expense increases becomes available after the start of 2012/13 fiscal year, it may be necessary to make budget adjustments. These adjustments will be made in accordance with the City Council's adopted Resource Reduction Strategy.

- **SECTION 9. MID-YEAR REQUESTS, GENERAL FUND CONTINGENCY (ALL FUNDS)**

- A. **Non-Emergency Requests.** In those cases where a department is required to absorb an unanticipated cost beyond its control of a non-emergency nature, departmental resources must first be exhausted prior to a transfer from General Fund contingencies. Upon conducting a final financial review of departmental budgets towards the end of the year, a transfer from contingency will be made to cover unanticipated costs that could not be absorbed throughout the year.
- B. **Emergency Requests.** Emergency requests during the fiscal year will be submitted to the City Administrator for recommendation and forwarded to the City Council for consideration.

- **SECTION 10. COMPENSATION & BENEFITS (ALL FUNDS)**

- A. **Wage Policy.** Historically, the biggest factors forcing budget growth are increases in employee compensation and increased benefit costs. The City will have a compensation and benefit program that: 1) reflects the value of work performed by our employees, 2) compares favorably with the compensation and benefits paid for similar work in both the private and public sectors, and 3); considers the community's ability to pay. Both our employees and the public must understand the mutual respect that such a policy warrants.
- B. **Health Care & PERS Costs.** Continue the City's policy on wages and salary increases which evaluates the increased cost of health insurance and PERS contributions as part of the total compensation package. It is the goal of the City to reduce annual escalations of health insurance, and other benefit costs by getting the employees to bear an equitable portion of the annual premium increases and/or selecting lower cost benefit programs.
- C. **Cost of Living Adjustments (COLA).** The City Administrator will make a recommendation either to include, or not include, a COLA for non-represented employees in the Proposed Budget. All cost of living adjustments will be approved by the Budget Committee and adopted by the City Council. COLAs or other compensation provided for in collective bargaining agreements will be provided for in the annual Proposed Budget.
- D. **Step Adjustments.** Budgeted personnel services expenditures will include an amount to account for annual step adjustments for all employees who are not currently at the top of their range. Annual employee step adjustments will not exceed 5% without the expressed permission of the City Administrator.

- **SECTION 11. BUDGET CONTROLS**

- A. **Legal Compliance.** The City Administrator and Finance Director will continue to review and control departmental budgets at the "expenditure category level" (such as personnel services, materials and supplies). As such, City Administrator's approval is necessary before actual or projected year-end expenditures are allowed to exceed total expenditure appropriations for each "expenditure category."
- B. **Personnel Services & Benefits.** With the exception of overtime pay and temporary help accounts, which shall be developed by Department Heads with the advice of the Finance Director and the approval of the City Administrator, personnel services and benefits cost calculations will be provided by the City Administrator and the Finance Director and will be used as provided. The City Administrator and the Finance Director will also provide estimates for insurance and internal services costs. These amounts will not be altered by Department Heads.
- C. **Wages & Benefit Control.** Positions not entitled to receive benefits will be managed in a manner that keeps them below mandatory benefit thresholds (such as PERS, health insurance, etc.). Positions will only be eligible for benefits if approved by the City Administrator and/or designated in Job Descriptions. All benefit costs must be anticipated and included in the annual Budget.
- D. **One Time Revenues.** One-time revenues will be used only for one-time expenses.

- **SECTION 12. UN-APPROPRIATED ENDING FUND BALANCES (ALL FUNDS)**

- A. **Limit Unappropriated Ending Fund Balances.** To provide the most budget flexibility during the year, limit the use of unappropriated ending fund balances to circumstances where they are required by law. Rather than use unappropriated fund balances, the goal should be to place any monies not needed for current expenditures in the relevant funds' operating contingencies.

- **SECTION 13. CAPITAL IMPROVEMENT GUIDELINES**

- A. **Capital Improvement Program.** A six-year Capital improvement Program will be adopted as part of the annual budget process. It will include all projects anticipated to be initiated and/or delivered in the six-year planning period. The Capital Improvement Program will be consistent with the City's adopted Capital Improvement Master Plans. Funding availability will determine the rate at which Capital Improvement program projects are initiated or completed.
- B. **Exceptions.** The City will fund dedicated programs and services with dedicated funding sources. Exceptions may be made, on a case-by-case basis, by the Budget Committee, City Council or by the City Administrator if appropriate. One criterion will be whether the City would incur more costs elsewhere as a result of the reduction.
- C. **Capital Planning Consideration.** Recognizing that it does not necessarily make sense to fund current operations at the expense of long-term capital or planning programs, every effort will be made to continue capital and planning programs geared to the City's long term needs.
- D. **Capital Project Authorization.** The City Council, by adopting the budget, is indicating its agreement with the Capital Improvement Plan. Because these projects can have varied beginning dates due to funding constraints, weather, staff workload, and many other factors, project expenditure approval is delegated to the City Administrator.

Individual capital project budgets will be submitted to the Finance Director to verify funds availability and budgetary compliance. The City Administrator will provide final authorization prior to project commencement. Expenditures that have traditionally required City Council approval (such as major contracts) will still be presented to City Council for approval. Changes to project budgets will require Finance Director and City Administrator approval.

- **SECTION 14. DEBT ISSUANCE (ALL FUNDS)**

- A. **Debt Issuance.** The City will only issue debt in accordance with adopted Master Debt Resolutions for Sewer and Water. General Obligation debt will only be issued in compliance with state statutes. Debt will only be issued (for all fund types) when a dedicated resource is available to meet the required debt service and reserve.
- B. **Interfund Transfers.** Interfund transfers are allowed if the City Council determines the transfer to be in the best interest of the City. All interfund transfers will be managed consistent with state budget law. No debt will be issued without the approval of the City Administrator and authorization of the City Council.

- **SECTION 15. ANNUAL FINANCIAL AUDIT**

- A. **Annual Audit Required.** The Oregon Municipal Audit Law (ORS 297.405 – 297.555) requires a financial audit and examination be made of the accounts and financial affairs of the City at least once a year. Consistent with State law, the City of Woodburn will conduct an annual independent audit of the preceding fiscal year.
- B. **Audit Standards.** Woodburn's annual financial audits will be conducted in accordance with auditing standards generally accepted in the United States. Those standards require that an independent auditor

plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement.

The audit will examine, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. The audit will also assess accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation. The audit will contain an assessment of the City's internal financial controls and procedures and make any necessary recommendations for improvement.

- C. **City Administrator & Finance Director Oversight.** The City Administrator will work with the Finance Director in designating the appropriate staff needed to prepare all needed audit work products and serve as primary staff contacts with the audit firm. The City Administrator will serve as the direct audit firm contact should the audit firm encounter any difficulty in obtaining needed information, work products, timely reports or develop concerns regarding any aspect of the audit process.

The Finance Director is responsible for ensuring that timely and accurate work products are delivered for the purposes of completing the annual audit within designated timelines. At a minimum, the City Administrator will meet with the audit firm at the beginning and conclusion of the audit process to identify issues and review any findings identified by the audit firm.

- D. **Preparation of Financial Statements.** On a year-to-year basis, the City Administrator may elect to have annual financial statements prepared by City staff for the purposes of completing the annual audit. However, the City Administrator may also elect to have the audit firm prepare financial statements if deemed appropriate.
- E. **Audit Deadlines & Extensions.** Per Section 15 (F), the annual audit will be presented to the City Council no later than December 31. Consistent with State law, the annual Audit will also be filed with the Oregon Secretary of State's Audit Division no later than December 31.

The presentation of the audit to the City Council and filing with the Secretary of State's Office may occur later than December 31 if an audit filing extension is granted by the Secretary of State's Office. Any and all requests for audit filing extensions must be approved in writing by both the City Administrator and the Auditor. In the event that an audit filing extension is requested and/or granted, the City Administrator will inform the City Council of the reasons for the extension request and estimated time line for completing, presenting and filing the annual audit report.

- F. **Audit Presentation to City Council.** The annual audit findings will be presented to the Woodburn City Council during the first available regularly scheduled City Council meeting after the audit has been filed with the Secretary of State. The audit presentation will be conducted by a representative of the auditor or audit firm. All audits presented to the City Council must be complete and signed by a representative of the audit firm.
- G. **Budget Committee Review.** A copy of the filed annual Audit will be provided to the Woodburn Budget Committee for their review and information.

- **SECTION 16. PROGRAMS**

- A. **Discretionary Programs.** To the extent additional discretionary resources are available, high priority services areas will be slated for growth in discretionary support. Lower priority service areas will receive constant or decreasing discretionary support. Discretionary programs are as follows:

Discretionary Programs

- ✓ Police Patrol & Public Safety
- ✓ Police Support Services
- ✓ Financial Services
- ✓ Legal Services
- ✓ Land Use Planning
- ✓ Economic Development
- ✓ Code Enforcement
- ✓ General Administration
- ✓ Library
- ✓ Aquatic Center
- ✓ Recreation Programming
- ✓ Parks and Park/Tree Maintenance
- ✓ Other General Fund Supported Non-Essential Program & Services
- ✓ Computer/Network transfers (capital replacements of desktop pc's and associated servers)
- ✓ Discretionary Transfers (i.e. Transit, Streets, RSVP, etc.)
- ✓ Community Services (i.e. flower baskets, TOT Grants – where permissible, etc.)
- ✓ Intergovernmental Agreements that provide no direct offsetting revenues

• SECTION 17. RESOURCE REDUCTION STRATEGY (ALL FUNDS)

- A. **Goal & Reduction Approach.** When faced with a potential reduction in resources, the City's goal is to continue to provide services in a professional, effective and efficient manner. Consequently, to the extent possible, across-the-board reductions in expenditures will be avoided.
- B. **Case-by-Case Consideration.** Reductions will be made on a case-by-case basis, focusing on each individual program or service. If possible, reduction will be made proportional to the programs and services identified by the City Council.
- C. **Moderation When Possible.** If, as a result of loss of a significant amount of discretionary resources, expenditure reductions become necessary, those reductions will be made in moderate case-by-case reductions in discretionary supported programs and services. These reductions will focus first on programs funded by dedicated resources and then services funded by discretionary resources.
- D. **Discretionary Contributions.** If further reductions are required, any discretionary funding that supplements or supports services mostly supported with dedicated resources will be reduced or eliminated. This may apply to programs or activities expanded or started with discretionary resources within the last few years. Exceptions may be made on a case-by-case basis by the City Council.
- E. **Furlough Days.** If personnel budget/salary saving are required, the City will consider a reduced work week or furlough days prior to laying off staff.
- F. **Consideration List.** Discretionary funding for programs funded by discretionary resources will be reduced or eliminated as needed. Legal restrictions or the City's ability to maintain minimal service levels will be considered. City service area priorities are:

Consideration List

- ✓ Intergovernmental Agreements that provide no direct offsetting revenues
- ✓ Community Services (i.e. flower baskets, TOT Grants – where permissible, etc.)

- ✓ Discretionary Transfers (i.e. Transit, Streets, RSVP, etc.)
 - ✓ Computer/Network transfers (capital replacements of desktop pc's and associated servers)
 - ✓ Other General Fund Supported Non-Essential Program & Services
 - ✓ Parks and Park/Tree Maintenance
 - ✓ Recreation Programming
 - ✓ Aquatic Center
 - ✓ Library
 - ✓ General Administration
 - ✓ Code Enforcement
 - ✓ Economic Development
 - ✓ Land Use Planning
 - ✓ Legal Services
 - ✓ Financial Services
 - ✓ Police Support Services
 - ✓ Police Patrol & Public Safety
- G. **Indirect Costs.** The City's overhead programs will not be prioritized, but will be sized to the need and size of the overall organization. Generally, wherever possible, the City's goal is to make fee-supported programs self-sufficient. This includes recovering those programs' appropriate share of the City's overhead costs. If reductions occur, then indirect costs will be sized to the needs and size of the rest of the organization.
- H. **Dedicated Funding for Programs.** Where legally possible, the City will consider using dedicated resources to fund high priority programs related to the purpose for which the dedicated funds are received.

Wage Scales

The City has multiple wage scales in place for FY 2013-14. The scales include the American Federation of State, County, and Municipal Employees (AFSCME), the Woodburn Police Association (WPA), Sergeants, Part-Time and Unrepresented Full-Time.

AFSCME Wage Scale

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
A		\$ 11.54	\$ 12.31	\$ 13.08	\$ 13.85	\$ 14.62	\$ 15.38	\$ 15.69	\$ 16.00
B	Clerk I	\$ 11.72	\$ 12.50	\$ 13.28	\$ 14.06	\$ 14.84	\$ 15.62	\$ 15.94	\$ 16.25
C		\$ 11.90	\$ 12.69	\$ 13.49	\$ 14.28	\$ 15.07	\$ 15.86	\$ 16.18	\$ 16.50
D		\$ 12.12	\$ 12.93	\$ 13.74	\$ 14.55	\$ 15.36	\$ 16.16	\$ 16.49	\$ 16.81
E		\$ 12.35	\$ 13.17	\$ 14.00	\$ 14.82	\$ 15.64	\$ 16.46	\$ 16.79	\$ 17.12
F		\$ 12.61	\$ 13.45	\$ 14.29	\$ 15.13	\$ 15.97	\$ 16.81	\$ 17.15	\$ 17.49
G	Meter Reader	\$ 12.90	\$ 13.76	\$ 14.62	\$ 15.48	\$ 16.34	\$ 17.20	\$ 17.55	\$ 17.89
H	Custodian	\$ 13.21	\$ 14.09	\$ 14.97	\$ 15.85	\$ 16.73	\$ 17.61	\$ 17.97	\$ 18.32
	Bus Driver								
I	Clerk II	\$ 13.58	\$ 14.48	\$ 15.39	\$ 16.29	\$ 17.20	\$ 18.10	\$ 18.47	\$ 18.83
J	Municipal Court Clerk	\$ 13.98	\$ 14.92	\$ 15.85	\$ 16.78	\$ 17.71	\$ 18.64	\$ 19.02	\$ 19.39
	Records Clerk								
K	Clerk III	\$ 14.43	\$ 15.39	\$ 16.35	\$ 17.31	\$ 18.27	\$ 19.23	\$ 19.62	\$ 20.00
	Utility Worker I								
	Library Assistant								
	Accounting Clerk II								
L	Utility Worker II	\$ 14.91	\$ 15.91	\$ 16.90	\$ 17.90	\$ 18.89	\$ 19.88	\$ 20.28	\$ 20.68
	Water Technician I								
	Permit Technician								
M	Engineering Technician I	\$ 15.54	\$ 16.48	\$ 17.51	\$ 18.54	\$ 19.57	\$ 20.60	\$ 21.02	\$ 21.43
N	Waste Water Operator I	\$ 16.05	\$ 17.12	\$ 18.19	\$ 19.26	\$ 20.33	\$ 21.39	\$ 21.82	\$ 22.25
	Utility Worker III								
	Water Operator I								
O	Evidence Technician	\$ 16.37	\$ 17.46	\$ 18.55	\$ 19.64	\$ 20.73	\$ 21.82	\$ 22.26	\$ 22.70
P	Engineering Technician II	\$ 16.71	\$ 17.83	\$ 18.94	\$ 20.06	\$ 21.17	\$ 22.28	\$ 22.73	\$ 23.18
	Library Associate								
Q	CAD/GIS Technician	\$ 17.55	\$ 18.72	\$ 19.89	\$ 21.06	\$ 22.23	\$ 23.39	\$ 23.86	\$ 24.33
	Fleet Maintenance Technician								
	Waste Water Operator II								
	Water Technician II								
	Building Inspector/Plans Examiner I								
R	Water Operator II	\$ 18.28	\$ 19.50	\$ 20.72	\$ 21.94	\$ 23.16	\$ 24.37	\$ 24.86	\$ 25.35
	Sewer Line Maintenance Technician								
	Waste Water Laboratory Technician								
	Waste Water Operator III								
	Facility Maintenance Technician								
S	Building Inspector/Plans Examiner II	\$ 19.20	\$ 20.48	\$ 21.76	\$ 23.04	\$ 24.32	\$ 25.59	\$ 26.11	\$ 26.62
	Librarian								
T	Waste Water Maintenance Technician	\$ 20.22	\$ 21.56	\$ 22.91	\$ 24.26	\$ 25.61	\$ 26.95	\$ 27.49	\$ 28.03
	Water Maintenance Technician								
	Associate Planner								
U	Industrial Waste Coordinator	\$ 21.35	\$ 22.77	\$ 24.20	\$ 25.62	\$ 27.04	\$ 28.46	\$ 29.03	\$ 29.60
V	Engineering Technician III	\$ 23.37	\$ 24.93	\$ 26.49	\$ 28.05	\$ 29.61	\$ 31.16	\$ 31.79	\$ 32.41

WPA Wage Scale

Compensation Schedule Sworn Officer

Effective Date: November 1, 2012

GRADE	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1.0	Trainee	\$ 22.09									
1.1	Officer	\$ 23.25	\$ 24.18	\$ 25.11	\$ 26.35	\$ 27.59	\$ 28.83	\$ 30.38	\$ 31.00	\$ 31.93	\$ 32.55
1.2	Officer-Basic Language	\$ 23.84	\$ 24.79	\$ 25.74	\$ 27.01	\$ 28.28	\$ 29.56	\$ 31.14	\$ 31.78	\$ 32.73	\$ 33.37
1.3	Officer-Advanced Lang	\$ 24.88	\$ 25.88	\$ 26.87	\$ 28.20	\$ 29.53	\$ 30.85	\$ 32.51	\$ 33.17	\$ 34.17	\$ 34.83
2.1	Officer-Intermediate	\$ 24.42	\$ 25.39	\$ 26.37	\$ 27.67	\$ 28.97	\$ 30.28	\$ 31.90	\$ 32.55	\$ 33.53	\$ 34.18
2.2	Officer-Inter Basic Lang	\$ 25.04	\$ 26.03	\$ 27.03	\$ 28.37	\$ 29.70	\$ 31.04	\$ 32.70	\$ 33.37	\$ 34.37	\$ 35.04
2.3	Officer-Inter Adv Lang	\$ 26.13	\$ 27.17	\$ 28.22	\$ 29.61	\$ 31.00	\$ 32.40	\$ 34.14	\$ 34.83	\$ 35.88	\$ 36.58
3.1	Officer-Advanced	\$ 25.58	\$ 26.60	\$ 27.63	\$ 28.99	\$ 30.35	\$ 31.72	\$ 33.42	\$ 34.10	\$ 35.13	\$ 35.81
3.2	Officer-Adv Basic Lang	\$ 26.22	\$ 27.27	\$ 28.33	\$ 29.72	\$ 31.11	\$ 32.52	\$ 34.26	\$ 34.96	\$ 36.01	\$ 36.71
3.3	Officer-Adv Adv Lang	\$ 27.38	\$ 28.47	\$ 29.57	\$ 31.02	\$ 32.48	\$ 33.95	\$ 35.76	\$ 36.49	\$ 37.59	\$ 38.32

Assignment Pay*

- 5% Detective
 - 5% Traffic/Motorcycle
 - 5% Corporal
 - 3.0% K9
- *can only have 2 at a time

WPA

Compensation Schedule NON Sworn Officer

Effective Date: 11.1.2012

CE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
	75%	78%	81%	85%	89%	93%	98%	100%
Code Enforcement	\$ 17.07	\$ 17.75	\$ 18.43	\$ 19.34	\$ 20.25	\$ 21.16	\$ 22.30	\$ 22.75

Sergeant Wage Scale

Effective November 2012

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
	Differentials	75%	78%	81%	85%	89%	93%	98%	100%	103%	105%
4.1	Intermediate Certification	\$ 27.38	\$ 28.47	\$ 29.57	\$ 31.03	\$ 32.49	\$ 33.95	\$ 35.77	\$ 36.50	\$ 37.60	\$ 38.33
4.2	Int. + Basic Language	\$ 28.07	\$ 29.19	\$ 30.31	\$ 31.81	\$ 33.31	\$ 34.80	\$ 36.67	\$ 37.42	\$ 38.54	\$ 39.29
4.3	Int. + Advanced Language	\$ 29.30	\$ 30.47	\$ 31.64	\$ 33.21	\$ 34.77	\$ 36.33	\$ 38.28	\$ 39.06	\$ 40.24	\$ 41.02
5.1	Advanced Certification	\$ 28.75	\$ 29.90	\$ 31.05	\$ 32.59	\$ 34.12	\$ 35.65	\$ 37.56	\$ 38.33	\$ 39.48	\$ 40.25
5.2	Adv. + Basic Language	\$ 29.47	\$ 30.65	\$ 31.83	\$ 33.41	\$ 34.98	\$ 36.55	\$ 38.50	\$ 39.29	\$ 40.47	\$ 41.26
5.3	Adv. + Advanced Language	\$ 30.77	\$ 32.00	\$ 33.23	\$ 34.88	\$ 36.51	\$ 38.15	\$ 40.19	\$ 41.02	\$ 42.25	\$ 43.07
6.1	Supervisory Certification	\$ 30.12	\$ 31.32	\$ 32.53	\$ 34.14	\$ 35.74	\$ 37.35	\$ 39.35	\$ 40.15	\$ 41.36	\$ 42.17
6.2	Super. + Basic Language	\$ 30.88	\$ 32.11	\$ 33.35	\$ 35.00	\$ 36.64	\$ 38.29	\$ 40.34	\$ 41.16	\$ 42.40	\$ 43.23
6.3	Super. + Advanced Language	\$ 32.23	\$ 33.52	\$ 34.81	\$ 36.53	\$ 38.25	\$ 39.97	\$ 42.11	\$ 42.97	\$ 44.26	\$ 45.13

Part-Time Wage Scale

Grade	Range			Position		
	Entry	Mid	Max			
1	\$ 8.95	\$ 9.91	\$ 10.88	Library Page	Rec Leader General	Swim Instructor
				Rec Leader- After School Club	Lifeguard	
				Vehicle Custodian	Aquatics Cust	
2	\$ 9.40	\$ 10.41	\$ 11.42	Rec Programmer I - Summ. Day Camp		
3	\$ 9.87	\$ 10.93	\$ 11.99	Rec Programmer II-Summ. Day Camp		
4	\$ 10.36	\$ 11.48	\$ 12.59	Shift Supervisor		
5	\$ 10.88	\$ 12.05	\$ 13.22	Adm. Clerk-Finance	Rec Specialist	
6	\$ 11.42	\$ 12.65	\$ 13.88	Library Assist.	Rec Coord.	Lead Swim Inst
7	\$ 11.99	\$ 13.29	\$ 14.58			
8	\$ 12.59	\$ 13.95	\$ 15.31			
9	\$ 13.22	\$ 14.65	\$ 16.07	Bus Driver		
10	\$ 13.88	\$ 15.38	\$ 16.88			
11	\$ 14.58	\$ 16.15	\$ 17.72			
12	\$ 15.31	\$ 16.96	\$ 18.61			
13	\$ 16.07	\$ 17.80	\$ 19.54			
14	\$ 16.88	\$ 18.69	\$ 20.51			
15	\$ 17.72	\$ 19.63	\$ 21.54			
16	\$ 18.61	\$ 20.61	\$ 22.62			
17	\$ 19.54	\$ 21.64	\$ 23.75	Adm. Clerk-Police	Librarian	
18	\$ 20.51	\$ 22.72	\$ 24.93			
19	\$ 21.54	\$ 23.86	\$ 26.18			
20	\$ 22.62	\$ 25.05	\$ 27.49			
21	\$ 23.75	\$ 26.30	\$ 28.86			
22	\$ 24.93	\$ 27.62	\$ 30.31			
23	\$ 26.18	\$ 29.00	\$ 31.82	Senior Planner		
24	\$ 27.49	\$ 30.45	\$ 33.41			
25	\$ 28.86	\$ 31.97	\$ 35.08	Plans Examiner/Inspector		
26	Set rate per day/game			Court Judge	BackGr Invest.	Fitness Instructor
				Bailiff	Umpire/Referee	

Unrepresented Full-Time

Effective Date: 1/1/2013

Grade	Position	Step 1	Step 2	Step3	Step 4	Step 5	Step 6	Step 7	Step 8
A	Aquatic Coordinator	\$ 12.62	\$ 13.10	\$ 13.58	\$ 14.06	\$ 14.54	\$ 15.02	\$ 15.50	\$ 15.97
B	Accountant I	\$ 16.19	\$ 16.81	\$ 17.42	\$ 18.04	\$ 18.65	\$ 19.27	\$ 19.88	\$ 20.49
C	Administrative Assistant -Confidential	\$ 18.75	\$ 19.46	\$ 20.18	\$ 20.89	\$ 21.60	\$ 22.31	\$ 23.02	\$ 23.73
	Information Systems Tech								
D	Executive Legal Assistant	\$ 19.69	\$ 20.44	\$ 21.19	\$ 21.93	\$ 22.68	\$ 23.43	\$ 24.18	\$ 24.92
	Recreation Coordinator I								
	Recreation Coordinator II								
E	RSVP Coordinator (Grant)	\$ 20.67	\$ 21.46	\$ 22.24	\$ 23.03	\$ 23.81	\$ 24.60	\$ 25.38	\$ 26.16
	Network Administrator								
F		\$ 21.71	\$ 22.53	\$ 23.35	\$ 24.18	\$ 25.00	\$ 25.83	\$ 26.65	\$ 27.47
G	Records Supervisor	\$ 22.79	\$ 23.65	\$ 24.52	\$ 25.38	\$ 26.25	\$ 27.11	\$ 27.98	\$ 28.84
	Street/Sewer Mainr Supervisor								
	Facilities and Grounds Maintenance Supervisor								
	Transit Operations Supervisor								
H	Management Analyst II	\$ 23.93	\$ 24.84	\$ 25.75	\$ 26.66	\$ 27.57	\$ 28.48	\$ 29.39	\$ 30.29
	Senior Accountant								
I	Budget & Finance Analyst	\$ 25.13	\$ 26.09	\$ 27.04	\$ 28.00	\$ 28.95	\$ 29.91	\$ 30.86	\$ 31.81
	Senior Planner								
	Water Treatment Supervisor/Operator III								
	Collection System and Street Maintenance Supervisor								
J	Senior Engineering Technician	\$ 26.38	\$ 27.38	\$ 28.39	\$ 29.39	\$ 30.39	\$ 31.39	\$ 32.39	\$ 33.39
	Senior Management Analyst								
	Accounting Manager								
	Drinking Water Section Supervisor								
	Waste Water Treatment Section Supervisor								
K	Project Engineer	\$ 27.71	\$ 28.76	\$ 29.81	\$ 30.87	\$ 31.92	\$ 32.97	\$ 34.02	\$ 35.07
L	W W Superintendent	\$ 29.09	\$ 30.20	\$ 31.30	\$ 32.41	\$ 33.51	\$ 34.62	\$ 35.72	\$ 36.82
M		\$ 30.55	\$ 31.71	\$ 32.87	\$ 34.03	\$ 35.19	\$ 36.35	\$ 37.51	\$ 38.66
N	Transit Manager	\$ 32.08	\$ 33.30	\$ 34.51	\$ 35.73	\$ 36.95	\$ 38.17	\$ 39.39	\$ 40.60
O	Water Resource Manager	\$ 33.68	\$ 34.96	\$ 36.24	\$ 37.52	\$ 38.80	\$ 40.08	\$ 41.36	\$ 42.63

Chart of Accounts

As part of the Finance department's efforts to improve efficiency the chart of accounts is under review for consolidation and improved account names.

Personnel Services

5111	Regular Wages
5111.000	Reg Sal Admin Wages
5111.110	Reg Sal Field Services Wages
5111.120	Reg Sal Support Wages
5112	Part-Time Wages
5112.010	Youth Sports
5112.011	Instruction
5112.012	Lifeguarding Wages
5112.013	Cashiering Wages
5112.014	Administration Wages
5112.015	Custodial Wages
5112.020	Adult Sports
5112.040	Summer Day Camp
5112.050	After School Club
5112.060	Arts & Culture
5112.070	Active Adult
5112.101	PAL Coordinator
5113	Temporary
5121	Overtime
5199	Intra-governmental Service
5211	OR Workers' Benefit
5212	Social Security
5213	Med, Den, Life Ins.
5214	Retirement
5215	Long Term Disability Ins
5216	Unemployment Insurance
5217	Life Insurance

Materials and Services

5311	Forms
	Various forms used by departments to collect information from the public.
5312	Maps
	Costs associated mainly with the Planning and Building Departments and Public Works.
5313	Paper
5314	Books
	For use by any department besides the library for purchase of reference books.
5315	Computer Supplies
	Supplies or equipment needed for computers within the department are recorded here.
5319	Other Office Supplies
	General consumable supplies and parts that are not otherwise listed.

- 5321 Cleaning Supplies
All cleaning supplies are accounted and budgeted for here.
- 5322 Lubricants
Oil, grease, various lubricants for machinery recorded in this account.
- 5323 Fuel
Fuel costs for all City vehicles.
- 5324 Clothing
All protective and uniform clothing is recorded in this account.
- 5325 Ag Supplies
Any supply for agriculture use. Includes small equipment that is not consumable and costs less than \$5,000 per item.
- 5326 Safety/Medicines
Safety equipment to include signs, cones, fire extinguishers, and other various equipment under \$5,000 in cost.
- 5327 Chemicals
Chemicals for water/sewer operations and the operation of the Aquatics Center.
- 5328 Lab Supplies
Houses the costs for lab supplies within the Waste Water Treatment Plant as well as the Water Division.
- 5329 Other Operating Supplies
Any other consumable supply not otherwise listed above.
- 5329.100 Events
This account, and the below are all program supplies tied to a certain division of Community Services.
- 5329.200 Youth Sports
- 5329.300 Adult Sports
- 5329.400 Summer Day Camp
- 5329.401 Program Supplies-Youth
- 5329.405 Fiesta Services
- 5329.410 Woodburn Reads Grant
- 5329.500 After School Club
- 5329.600 Recreation Admin
- 5329.700 Arts & Culture
- 5329.800 Active Adult
- 5329.900 Museum
- 5331 Construction Materials
- 5332 Spare Parts
- 5333 Paint
Includes all types of paint for the general maintenance of buildings and streets.
- 5334 Plumbing Supplies
All supplies pertaining to plumbing under \$5,000 in cost.
- 5335 Electrical Supplies
All supplies pertaining to electrical under \$5,000 in cost.
- 5336 HVAC
All supplies pertaining to heating and cooling systems under \$5,000 in cost.
- 5337 Tires/Parts
Tire costs for all City vehicles.

5338	Tools Tools that are not consumable and cost less than \$5,000 per item. Items of \$5,000 or more are considered capital outlay.
5339	Other Maintenance Supplies All other supplies used to maintain the City's infrastructure.
5341	Adult Materials Most of the following accounts are for use by the library and are categorized by their intended use.
5341.001	Fiction
5341.002	Non Fiction
5342	Children's Materials
5342.001	Juvenile Fiction
5342.002	Juvenile Easy
5342.003	Juvenile Non Fiction
5342.004	Parents
5342.005	Young Adult
5342.006	Reference
5343	Foreign Language Material
5343.001	Russian
5343.002	Spanish
5344	Large Print Materials
5344.001	Fiction
5344.002	Non Fiction
5344.003	Audiobooks
5345	Audio Video Materials
5345.001	Audio
5345.002	Visual
5347	Program Supplies Supplies used by the Community Services Department.
5347.001	Program Supplies - Music in the Park
5348	Periodicals General subscriptions to subject appropriate periodicals are budgeted and recorded here.
5349	Other Library Supplies
5351	Ammunition Used by the police to account for costs associated with firearm ammunition.
5352	Protective Clothing Protective clothing to be purchased by the Public Works Department
5353	Photographic Supplies Includes all costs associated with the evidence department within the Police Facility
5359	Other Police Supplies Any other consumable supply not otherwise listed above used only by the Police Department.
5361	Road Materials Any supply needed to maintain, construct or repair a road.
5362	Concrete
5363	Signs

5364	Culvert
5365	Guardrail
5369	Other Street Supplies Houses any other supply not mentioned above and pertaining to the Street Department
5371	Pipe
5372	Couplings
5373	Water Meters
5379	Other Water/Sewer Supplies Houses any other supply not mentioned above and pertaining to the Water Department
5379.001	Line Repair Supplies Supplies used to repair breaks in the abundant water mains throughout the City.
5379.002	Customer Service
5379.003	Pump Supplies
5379.004	Meter Parts
5379.005	Protective Equipment Equipment used to protect the user from danger is budgeted and accounted for in this account.
5379.006	Treatment/Storage Maintenance
5381	Turf This account contains any cost associated with the maintenance of the various lawns within the City.
5382	Flowering Plants
5383	Shrubs
5384	Trees This account and the above all account for the different plants that are purchased for the various parks within the City.
5385	Fertilizer
5389	Other Parks Supplies
5391	Inventory Stock
5392	Security Supplies
5399	Other Supplies All other supplies not mentioned above that are under \$5,000 in cost
5411	Engineering & Architect Contains internal engineering costs allocated to various construction funds for the construction of infrastructure.
5412	Legal Legal representation from firms or individuals not part of the City's Legal Department. Includes bond counsel.
5413	Management
5414	Accounting/Auditing Costs associated with audit preparation
5415	Computer All expenses related to the replacement of personal computers
5416	Medical
5417	Human Resources – Recruitment and hiring costs specific to department/fund.
5418	Risk Management

5419 Other Professional Services
Any other professional service rendered to the city from an outside agency

5419.003 US Gauging Station Fees

5419.101 Temporary Help

5419.201 ToT Grants

5419.401 Sponsored Programs

5419.402 Contract Services-Youth

5419.403 Contract Services--Other

5419.404 PAL Grant

5419.405 Fiesta Services

5419.501 Testing/Lab

5419.707 Educational Outreach

5419.721 Downtown Grants

5419.722 Small Bus Loans
The above accounts all fall under professional services but pertain to a specific project/use

5421 Telephone/Data
All cell phone and telecommunications expenses are housed in this account

5422 Postage
Mailing costs whether US postal system or private carrier or courier services.

5423 Internet
Costs of accessing and maintaining an Internet Presence. Includes fees paid to providers and identifiable line or bandwidth costs

5424 Advertising

5425 Publication of Legal Note

5426 Contract Networks

5427 Training
Costs incurred for various training opportunities.

5428 IS Support
An internal service charge to all the funds that use the services of the IS Department

5429 Other Communication Services
Any other service cost for communication

5431 Lodging

5432 Meals

5433 Mileage
Mileage reimbursement comes out of this account for employees that use personal vehicles to travel for work purposes

5434 Airfare

5439 Other Travel (includes car rental)
Any other travel expense is budgeted and accounted for here

5443 Office Equipment
Office equipment that are not consumable and cost less than \$5,000 per item

5444 Vehicles
Houses all lease payments for Police vehicles.

5445 Work Equipment

5446 Software Licenses
Majority is spent within the Information Services Fund for licenses.

5446.915	NWS Upgrade Separate account established to account for the latest software upgrade to New World Systems Logos.NET Framework.
5448	Internal Rent Internal service charge for the allocation of facilities maintenance charges to all buildings owned by the City.
5449	Other Leases
5451	Natural Gas NW Natural - natural gas bills.
5452	Water/Sewer City water bills.
5453	Electricity PGE electric bills.
5454	Solid Waste Disposal Garbage collection and disposal costs.
5456	Street Lighting PGE Electric bills for street lights.
5459	Other Utilities Any other utility bill not mentioned above.
5461	Auto (Insurance)
5462	Employee Blanket Bond (Insurance)
5463	Bldg/Personal Prop (Insurance)
5464	Workers' Comp (Insurance)
5465	General Liability (Insurance)
5466	Boiler/Machinery
5467	Inland Marine
5468	Deductible
5469	Other Insurance Costs All other insurance premiums paid that do not fall into an above account.
5471	Equipment Repair & Maintenance
5472	Buildings Repairs & Maintenance
5472.001	Fixture Repair
5473	Improvements Repair & Mai
5474	Structures Repair & Maintenance
5475	Vehicle Repair & Maintenance
5476	Laundry This account accounts for the costs associated with the laundering of employee's work uniforms.
5477	Instrumentation & Calibration
5478	Playground Repair & Maintenance
5479	Other Repair & Maintenance Other repair expenses not mentioned above.
5482	Tree Maintenance Maintenance costs associated with trees in publicly owned areas.
5483	Sidewalks
5491	Dues & Subscriptions
5492	Registrations/Tuitions
5493	Printing/Binding

This account holds all costs associated with the printing of pamphlets, booklets and other documents out of house.

5494	Janitorial	All costs associated to hiring outside janitorial services.
5495	Court Costs	Costs incurred for successful operation of the Municipal Court
5496	Filing/Recording	
5498	Permits/Fees	Turnover money to state agencies from building permit income.
5498.059	MC Permits	
5498.159	MC State Surchurcharge	
5498.259	State Mfg Fee	
5498.359	State Surcharge	
5499	Other Services	Accounts for any other service charges incurred.
5499.001	Regional Lib Services	
5499.005	Grounds Maintenance Services	
5499.101	Housing Rehab Loans	
5499.102	Business Assistance Loans	
5499.376	IF LOAN TIF	
5499.466	IF LOAN WWDC	
5499.911	911 Services	Turnover money to NORCOM for 911 tax collected.
5499.999	Bond Issuance Costs	Costs associated with the issuance of bonds.
5500	Banking Fees & Charges	Fees associated with our general checking and merchant services accounts.
5510	Bad Debt Expense	
5520	Grant Program	
5540	Loan Program	

Capital Outlay

5611	Land
5612	Easements
5613	Parks
5621	Administrative
5621.015	City Hall Security
5621.042	Remodel FD Office
5622	Libraries
5622.016	Security Gates
5622.038	LIBRARY CARPET
5623	Park
5623.001	Pool Resurfacing
5623.002	Pool Electrical Panel
5623.011	Community Center
5623.020	Freon Leak Repair
5623.021	Evaporating Coil

5623.044	Pool Roof
5623.045	Pool Plaster
5623.046	Pool Projects
5624	Garage/Shop
5625	Jails
5629	Other Buildings
5629.004	Museum Exterior
5629.005	Museum Ceiling
5631	Streets/Alleys/Sidewalks
5631.012	Legion Park Road
5632	Bridges
5633	Parking
5634	Water
5635	Sewer
5636	Storm Drains
5637	Parks
5637.008	Hermanson Pond Design
5637.009	Greenway
5637.010	Parks Comprehensive Plan
5637.014	Settlemier Lighting
5637.029	Front Street Park
5637.040	Centennial Park
5637.042	Legion Park Playground
5637.043	Centennial Park
5637.044	Lutheran Church Project
5637.050	Wyfells Park Trail
5639	Other Improvements
5639.013	Plaza
5639.017	Front Street Playground
5639.033	Burlingham Playground
5641	Office Furniture & Equip
5642	Passenger Vehicles
5643	Heavy Equipment
5644	Communications
5644.028	Call Accounting
5644.032	Dark Fiber to Police
5645	Computing
5645.006	Replacement Server
5645.007	Internet Info Server
5645.023	AS 400 Back Up
5645.024	Laser Fiche Web Link
5645.025	MS SQL Server Licenses
5645.026	Council Laptops
5645.031	Police Router
5645.041	Novell Licenses
5645.101	Network
5646	Shop Tooling
5648	Systems/Control Equip

5649	Other Equipment
5649.027	Library Cameras
5649.034	Generator
5649.035	AIR CONDITIONER
5649.039	PROJECTOR

Debt Service

5711	Bond Principle
5712	Note Principle
5713	Lease Principle
5714	Interfund Principle
5719	Other Principle
5721	Bond Interest
5722	Note Interest
5723	Lease Interest
5724	Interfund Interest
5724.101	Interfund Loan
5729	Other Interest

Transfers Out

5811	Transfer to Other Funds
5811.001	Transfer to General Fund
5811.092	Transfer to General Op Reserve
5811.110	Transfer to Transit
5811.132	Transfer to Search & Seizure
5811.135	Transfer to Rev Sharing
5811.137	Transfer to Housing Rehab
5811.138	Transfer to RSVP
5811.139	Transfer to Cable Franchise
5811.140	Transfer to Street
5811.169	Transfer to Local Gas Tax
5811.357	Transfer to Police Construction
5811.358	Transfer to General CIP
5811.360	Transfer to Special Assessment
5811.363	Transfer to Storm CIP
5811.364	Transfer to Parks SDC
5811.376	Transfer to TIF
5811.465	Transfer to Sewer Construction
5811.466	Transfer to Water Construction
5811.470	Transfer to Water
5811.472	Transfer to Sewer
5811.474	Transfer To Water SDC
5811.478	Transfer to Surface Water
5811.568	Transfer to Information Services
5811.582	Transfer to T & E
5811.583	Transfer to Building Maintenance
5811.591	Transfer to Equipment Replace

5811.690	Transfer to Library Endowment
5811.691	Transfer to Museum Endowment
5811.692	Transfer to Water Deposit
5811.695	Transfer To Lavelle Black Trust Fund
5811.901	Transfer to Payroll Clearing
5811.915	Transfer Out
5841.123	IF Loan to Fund 123
5841.357	Interfund Loan Payment
5841.358	Interfund Loan Payment

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Approved Budget

FY 2013-14

Fund/Fund Number:
Department Director:

Urban Renewal Agency- 720
 Jim Hendryx

Description of purpose/functions of department:

This program repays the Urban Renewal Agency's debt obligations. Statute requires that urban renewal funds be expended to support debt service. Revenues derived from property tax increment support the fund. Urban renewal agencies do not have permanent tax rates; they obtain funding through tax increment financing. Tax increment financing allocates revenues to an agency based on the amount of the urban renewal area's excess or "incremental" value, the amount of assessed value above a base value that was frozen at a specific point in time. Woodburn's Urban Renewal frozen base value is based on the 2001 tax year. Urban renewal does not place an additional burden on taxpayers. Rather, it shifts existing tax growth to the Agency from the taxing entities that would have otherwise continued to receive it had the Agency not formed. Debt obligations for 2010-11 are established in two ways: by contractual arrangement with the City of Woodburn, for charge associated with audit, legal, and consulting services and for the Front Street project; and for debt service on a \$1,850,000, ten-year obligation entered into with Bank of America during FY 2005-06. The remaining balance on the debt is \$476,382 as of June 30, 2013.

The Urban Renewal Board created the Downtown Grant and Loan Program in 2011-12, funding physical improvements to downtown properties. The Grant and Loan Program initially stated with \$240,000 which is available for downtown property owners and businesses.

Fund Summary

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description	FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Urban Renewal Fund						
Revenues						
989,654	1,351,441	1,480,000	Fund Balance	1,925,000	1,925,000	
592,800	616,177	550,000	Taxes	550,000	550,000	
3,755	6,335	3,000	Miscellaneous Revenue	10,500	10,500	
-	-	4,000,000	Other Financing Sources	4,500,000	4,500,000	
1,586,209	1,973,953	6,033,000	Revenues Total	6,985,500	6,985,500	
Expenditures						
-	43,857	79,891	Personnel Services	154,487	154,487	
7,036	107,284	4,298,644	Materials & Services	309,500	309,500	
-	-	-	Capital Outlay	4,500,000	4,500,000	
227,732	227,732	627,732	Debt Service	627,732	627,732	
-	-	1,026,733	Contingencies and Reserve	1,393,781	1,393,781	
234,768	378,873	6,033,000	Expenditures Total	6,985,500	6,985,500	
1,351,441	1,595,079	-	Revenue Over (Under) Expenditures	-	-	

Fund Detail

FY 2010-11	FY 2011-12	FY 2012-13			FY 2013-14	FY 2013-14	FY 2013-14
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 720 - Urban Renewal Fund							
Revenues							
Department: 000 - Revenue							
Fund Balance							
989,654	1,351,441	1,480,000	3081	Beginning Fund Balance	1,925,000	1,925,000	-
989,654	1,351,441	1,480,000	Total - Fund Balance		1,925,000	1,925,000	-
Taxes							
592,800	616,177	550,000	3111	Property Tax	550,000	550,000	-
592,800	616,177	550,000	Total - Taxes		550,000	550,000	-
Interest from Investments							
3,755	6,335	3,000	3611	Interest from Investments	10,500	10,500	-
3,755	6,335	3,000	Total - Miscellaneous Revenue		10,500	10,500	-
Other Financing Sources							
-	-	4,000,000	3916	Note Proceeds	4,500,000	4,500,000	-
-	-	4,000,000	Total - Other Financing Sources		4,500,000	4,500,000	-
1,586,209	1,973,953	6,033,000	Revenues Total		6,985,500	6,985,500	-

FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	Account Description		FY 2013-14 Proposed	FY 2013-14 Approved	FY 2013-14 Adopted
Fund: 720 - Urban Renewal Fund							
Expenditures							
Department: 151 - Finance							
Program: 1511 - Finance							
Personnel Services							
-	33,553	56,614	5111	Regular Wages	100,577	100,577	-
-	9	24	5211	OR Workers' Benefit	41	41	-
-	2,539	4,331	5212	Social Security	7,643	7,643	-
-	2,090	3,164	5213	Med, Den, Life Ins.	19,189	19,189	-
-	5,311	14,453	5214	Retirement	25,495	25,495	-
-	71	228	5215	Long Term Disability Ins	153	153	-
-	241	934	5216	Unemployment Insurance	1,309	1,309	-
-	42	143	5217	Life Insurance	80	80	-
-	43,857	79,891	Total - Personnel Services		154,487	154,487	-
Materials & Services							
45	54,645	58,144	5419	Other Professional Serv	69,000	69,000	-
-	50,488	72,000	5520	Grant Program	90,000	90,000	-
-	-	18,000	5530	Design Services	-	-	-
-	1,856	150,000	5540	Loan Program	150,000	150,000	-
45	106,988	298,144	Total - Materials & Services		309,000	309,000	-
Capital Outlay							
-	-	-	5639	Other Improvements	4,500,000	4,500,000	-
-	-	-	Total - Capital Outlay		4,500,000	4,500,000	-
45	150,845	378,035	Program Total: 1511 - Finance		4,963,487	4,963,487	-
Program: 9111 - Debt Service							
Materials & Services							
-	-	4,000,000	5412	Legal	-	-	-
6,991	296	500	5419	Other Professional Serv	500	500	-
6,991	296	4,000,500	Total - Materials & Services		500	500	-
Debt Service							
185,600	193,557	251,855	5711	Bond Principle	251,855	251,855	-
42,132	34,175	375,877	5721	Bond Interest	375,877	375,877	-
227,732	227,732	627,732	Total - Debt Service		627,732	627,732	-
234,724	228,029	4,628,232	Program Total: 9111 - Debt Service		628,232	628,232	-
234,768	378,874	5,006,267	Department Total: 151 - Finance		5,591,719	5,591,719	-
Contingencies and Reserve Balances							
-	-	684,733	5921	Contingency	46,400	46,400	-
-	-	-	5981.005	Reserve for Future Construction	1,005,381	1,005,381	-
-	-	342,000	5981.008	Reserve for URA Debt	342,000	342,000	-
-	-	1,026,733	Total - Contingencies & Reserve		1,393,781	1,393,781	-
234,768	378,874	6,033,000	Expenditures Total		6,985,500	6,985,500	-
1,351,441	1,595,080	-	Fund Net: 720 - Urban Renewal Fund		-	-	-